

2010

Student Handbook 2010-11

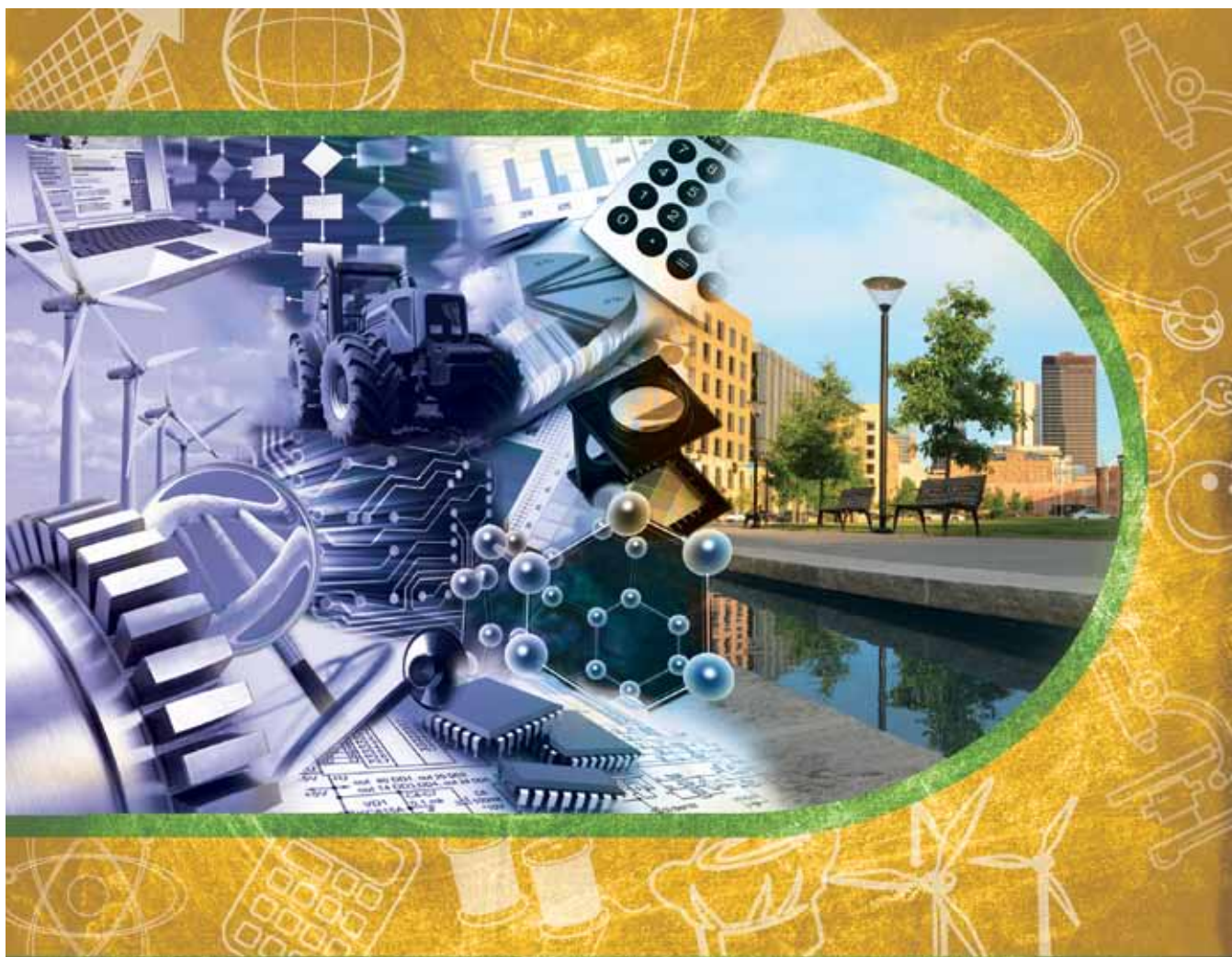
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RIGHT HERE AT ►

2010-2011 Student Handbook

www.DMACC.edu

DMACC
DES MOINES AREA
COMMUNITY COLLEGE
Life's Calling™

President's Welcome



Welcome to Des Moines Area Community College! You've made an excellent choice with DMACC. As one of America's fastest-growing and most respected colleges, DMACC is committed to helping you pursue your personal and professional goals.

You can experience a personal transformation at DMACC that opens your future to endless possibilities and excitement. As one of our graduates, Bonnie Campbell, a former Iowa Attorney General and top U.S. Justice Department official, has said, "Education creates personal opportunities that last a lifetime." Dennis Albaugh, international agrochemical business owner, DMACC grad and 2010 National Alum of the Year Award Winner, has said, "DMACC is my university."

From agribusiness and culinary arts to criminal justice and veterinary technology, DMACC offers degrees in more than 80 programs and 65 short-term certificates that lead to a world of exciting, well-paying careers. Today there are exciting, new green industry jobs, degrees in internet crime fighting and advanced manufacturing and many other careers that didn't even exist five years ago. You can find a path into all of them through DMACC. (To find out what Iowa's top 50 high-growth careers will be, go to www.dmacc.edu/lifescalling/hot50jobs.asp.)

In addition to DMACC's variety of career choices, many DMACC students major in liberal arts while deciding their career path or next step to a four-year school. In doing so, many students attend DMACC to earn a two-year liberal arts degree, saving tens of thousands of dollars in tuition and other costs before transferring to the four-year institution of their choice to complete their bachelor's degree.

You'll find that DMACC professors provide engaging and practical learning experiences. Class sizes are small, so professors can give you more personal attention. While attending DMACC, be sure you get involved in one of our many student organizations, intramural sports teams or professional organizations. It's a great way to meet new friends and enrich your college experience.

By becoming a DMACC student, you have taken an important step forward. On behalf of the faculty and staff at DMACC, we wish you all the best as you pursue your career aspirations.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Denson". The signature is fluid and cursive, with a long horizontal line extending to the right.

Robert J. Denson, President, Des Moines Area Community College



STUDENT HANDBOOK 2010–2011

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

Note to Students: The DMACC Student Handbook does not address all of the services available or all of the policies and regulations affecting DMACC students. If students have questions or concerns not addressed in this Handbook, it is their responsibility to consult appropriate DMACC staff or the full text of policies and procedures available at all DMACC campuses. DMACC students are responsible for being familiar with policies and procedures affecting their activities. Failure to read the policies and procedures will not be an excuse for noncompliance. *DMACC reserves the right to change, without notice, the services, policies and procedures of the College.*

Des Moines Area Community College is accredited by the North Central Association of Colleges and Schools, 30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504. The association's telephone number is 800 621-7440 and their website is www.ncahigherlearningcommission.org/.

Federal regulations require that Des Moines Area Community College provides to prospective and enrolled students specific consumer information concerning the institution, financial aid and institutional policies. For this information, visit www.dmacc.edu/consumerinfo.

Des Moines Area Community College shall not discriminate on the basis of race, color, national origin, creed, religion, gender, sexual orientation, age, disability or status as a U.S. veteran. Inquiries may be directed to the EEO/AA Officer, Ankeny Campus, Building 1, (515) 964-6301.

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper.

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DMACC EMAIL



DMACC Email Address

DMACC will provide students with an email account within 1-2 business days after they have registered for credit classes. DMACC email addresses will be sent to students in the mail or via email, if provided. Student Account billing information and other College communications will be sent electronically to individual student DMACC email addresses.

How to Access Email

1. Open the DMACC website: **www.dmacc.edu**.
2. Click on "Webmail" in the upper-right corner of the page.
3. Enter User Name: User Name will be provided in the DMACC Admission acceptance letter. In most cases, it is the first initial, middle initial and last name with no spaces, all lower-case letters.
(Example: *efhutton@dmacc.edu*)
4. Enter password. The default password is the last 4 digits of assigned DMACC ID Number. Students can change their password in Webmail, by selecting options in the left column, then clicking the change password button. Contact the HelpDesk if password assistance is needed.

For more information, contact the HelpDesk at
www.dmacc.edu/helpdesk or call (515) 965-7300.

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Registration Tips

- Review the course requirements for the specific degree program listed on the Program Information Brief.
- Contact an advisor, counselor or program instructor with any questions or problems. If the courses for the program are listed term by term, follow that sequence as closely as possible.
- Review test scores (ACT/SAT scores or COMPASS scores), high school grades and relevant College courses to help determine the level of classes in which to begin. Be honest about academic abilities and schedule College preparatory courses if necessary. Remember, College preparatory courses are designed to help increase skills in English, mathematics and reading, not fulfill required or elective course requirements.
- Plan on a minimum of 2 hours of study time for each hour spent in class.
- Write down the classes needed or desired for the term. Plan a schedule to achieve a balanced course load. It is best to fill class schedules with a variety of subjects in order to avoid overloading in one subject area or overloading with classes requiring a lot of reading. For example, a student may choose to register for a math class, an English class, a psychology class and an interesting elective class.
- Refer to the Course Descriptions in the catalog to make sure all prerequisites have been met.
- Check the *Credit Schedule* to determine which classes are available and how many sections are being offered for each relevant class.
- Start with the classes that have the fewest sections being offered, and work around those while planning class schedules. Then fit in the classes with the most sections being offered.
- Students can register for classes on the Web Info System, in person, by phone or fax.

Part of Term

Part of Term is defined as the portion of the semester in which a class meets. Each course is assigned a part of term, based on the start and end date of the course.

The first part of term meets for 15-weeks during the Fall and Spring semesters and 10-weeks during the Summer term. Other courses are assigned to other parts of term with start and end dates usually falling within the larger semester. Most courses are in part of term one. Deadlines for adding and dropping are adjusted according to the part of term. Specific dates may be found in the *Credit Schedule* or at www.dmacc.edu/currentstudents/academiccal.asp.

Course Load

When planning class schedules and deciding on the number of classes to take, it is important to consider individual abilities, work obligations, family obligations and commitments to other outside activities. During the Fall or Spring semesters, a course load of 12 credits or more is considered full-time; during the Summer term, 8 credits is considered full-time.

Course/Program Changes

Adding a Course: Students may add a credit course through the first five days of a full-length semester. Students who add courses during this time period are advised that classes have already begun, and **missed classes are the same as an absence**. Students are not permitted to attend a class unless officially registered for the course.

Dropping a Course: Students may drop a full-semester credit course through the 50th class day of the Fall and Spring semesters, and the 30th class day of the Summer term. The last day to drop a course that does not run the full length of the Fall and Spring semesters or Summer term depends on the beginning and ending dates of the part of term. The applicable date is published in the *Credit Schedule* and is also available by contacting the Registration Office on any campus. Full-semester courses dropped during the first week of the semester will not be documented on the transcript. Drop dates for shorter-term courses are available at www.dmacc.edu/currentstudents/academiccal.asp.

Deadlines for Dropping Courses are Different From Refund Deadlines: Information about tuition refund deadlines is published in the *Credit Schedule*, on the Web and by contacting the Registration Office on any campus. Students who have withdrawn from a course will not be permitted to continue attending the course.

Dropping or Adding Courses After the Deadlines: No registration or re-registration will be accepted after the last day to drop classes. Students who feel extenuating circumstances prevent compliance with the established dates for “drop,” “add” or “tuition refund” may ask for special consideration by completing a PETITION FOR POLICY WAIVER form (ES 4650). The petition may be obtained from the DMACC webpage at www.dmacc.edu/student_services/policies_procedures.asp and submitted to the Registrar’s Office (Ankeny) or the Student Services Office (all other campuses). Students are required to work with the Campus Ombudsperson, who can explain the petition procedures. Petitions shall be submitted no later than the last day of the semester immediately following the semester for which students are petitioning. A committee reviews the petitions and notifies students in writing of the outcome.

Auditing a Course: Up to the final drop date, with an instructor’s approving signature, students may change a class to audit status by completing a drop/add form. Check with the Registrar’s Office for the drop deadline for the course. Tuition and fees for an audit course are the same as for credit. If students audit a course, it will not count for credit toward their program of study. Once this procedure is completed, the course may not be changed back to credit status. Students auditing a course are expected to attend the course, but are not required to complete regular assignments or exams.

Changes in Program: Students who want to change their program should first visit with a counselor or advisor for details about the program, including entry requirements and enrollment availability. Next, students must complete the Change of Program form. The Change of Program form must be returned to the Student Services Office at any campus. Program changes will become effective once students have been officially accepted into the new program. Changes in program need to be made prior to registering for courses in the new program.

Enrollment Verification: Students needing official verification of enrollment status for insurance purposes, loan deferments or any other reason may submit a written request either in person, by fax or by mail to the Registrar’s Office (Ankeny) or the Student Services Office (all other campuses). Phone requests are not accepted. Student signatures are required for release of information. All enrollment verification requests will be processed through the Ankeny Campus after the start of each term.

Name Changes: A request for name change should be made in writing and may be delivered in person, by fax or by mail with the appropriate documentation to the Student Services Office on any DMACC campus. Name changes cannot be made online.

Address Changes: Address changes are accepted each time students register for classes. Students wishing to change an address at another time should submit written notification online using the Web Info System or to the Student Services Office on any campus either in person, by fax or by mail.

Tuition & Fees

Please refer to the current Credit Schedule or www.dmacc.edu/registration/tuitionfees.asp for tuition and fee rates.

Billing Policy—E-bills: Students will receive notification via their DMACC email addresses (or other email addresses that they have provided) that their DMACC bills are ready to be viewed. Bills may also be viewed on the DMACC Web Info System.

Payment Instructions

How do I make a payment?

1. Pay online using MasterCard, VISA, Discover or by Electronic check by logging into the DMACC Web Info System at www.dmacc.edu/webinst.asp. Or by going to www.dmacc.edu/registration/gonnapay.asp.
2. Set up “Authorized Payers” (parents, sponsors, etc.) to allow them access to make payments on your account.
3. **In person** at any DMACC campus.
 - Cash, personal check, cashier’s check, money order.
 - MasterCard, VISA or Discover.
 - FACTS Payment Plan, online service available.

4. **By mail to:** DMACC Student Accounts, 2006 S. Ankeny Blvd., Ankeny, Iowa 50023-8995.
Personal check, cashier's check or money order. **Please include remittance portion of the bill.**
5. **By telephone** at (515) 964-6446 or 800-362-2127 ext. 6446 using MasterCard, VISA, Discover or by Electronic check.
6. **Deferred billing** is available to students whose employers offer tuition reimbursement. Contact Student Accounts at (515) 964-6446.
7. **Apply for a payment plan** through Nelnet Business Solutions (formerly known as FACTS) by logging into the DMACC Web Info System or by going to **www.dmacc.edu/registration/gonnapay.asp**.

Payment Policy

Payment for credit class enrollment must be made by the published due date. If fees will be paid by a third party or employer, it is the responsibility of the student to make sure the documentation is provided to Student Accounts prior to the payment due date. Financial Aid may hold enrollment if all of the proper documents have not been provided to that office. A payment plan is available online with Nelnet Business Solutions (formerly known as FACTS). Please refer to the current *Credit Schedule* for payment due dates and payment plan options.

Important: Credit class enrollment MAY be canceled if payment or payment arrangements are not made by the payment due date. STUDENTS are responsible for dropping classes if they DO NOT plan to attend. Please refer to the current *Credit Schedule* for payment due dates, payment plan options and the refund policy for each term.

Payment by Check

When students provide a check as payment, they authorize DMACC to use information from their check to process a one-time Electronic Funds Transfer (EFT) or draft drawn from their account, or to process the payment as a check transaction. When DMACC uses information from checks to make an EFT, funds may be withdrawn from their account as soon as the same day they make their payment. Students will not receive their check back from their financial institution. If payment is returned unpaid, students authorize the collection of their payment and a return fee of \$30 by EFT(s) or drafts(s) drawn from their account.

registrationplus+

"registrationplus+" is a service that allows students to register early for Fall semester courses, but pay later. By making payment arrangements before Friday, July 9, 2010, students will be assigned a later payment due date. Take advantage of registrationplus+ and select one of the following payment options:

1. Pay your bill in full online at **www.dmacc.edu/registration/gonnapay.asp**. In person, by mail or by phone at **www.dmacc.edu/registration/payment.asp**.
2. Establish an active payment plan through Nelnet Business Solutions (formerly known as FACTS) at **www.dmacc.edu/registration/payment.asp#online**.
3. Provide the DMACC Student Accounts office with documentation that tuition reimbursement has been approved to be paid by a third party **www.dmacc.edu/registration/reimbursement.asp**.
4. Submit completed FAFSA (Free Application for Federal Student Aid) and turn in all required documents to DMACC. For more information on FAFSA, visit **www.fafsa.gov** or call 1-800-433-3243.
5. Pay a \$200 nonrefundable deposit by Friday, July 9, 2010, that will be applied to your tuition balance.

Students are responsible for notifying DMACC which option they have chosen and making certain that their tuition bills are paid in full by their assigned due dates. For more information, visit **www.dmacc.edu/registrationplus**.

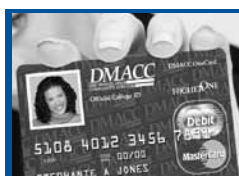
Indebtedness Policy

Students who have a balance due to the College should contact Student Accounts to resolve their debt. Unpaid debts may be referred to a collection agency and/or a credit bureau. Students with unpaid financial obligations MAY have a "hold" put on their record. The hold may permit students to withdraw from credit courses provided the withdrawal deadline is met, but will prohibit students from enrolling in courses, obtaining or sending transcripts and graduating. DMACC participates in the Iowa Statewide Offset program, which means that debts due to DMACC may be collected from students' State of Iowa tax refunds.

Tuition Refund

Students who withdraw from a class or classes and complete the formal withdrawal/drop procedure MAY receive a tuition refund. The amount of refund is dependent upon the number of credit hours dropped, the part of term (dates the course is offered) and the date notification is received by the Registration Office. Please refer to the current *Credit Schedule* for tuition refund deadlines or visit www.dmacc.edu/registration/refund.asp.

Refunds will be processed by Higher One based on the student's refund option selected at www.DMACCOneCard.com.



DMACC OneCard (College ID) Look for your card in the mail!

DMACC has partnered with Higher One to provide disbursement services for financial aid and tuition refunds. Students have two choices as to how they want to receive financial refunds.

WHAT'S AN EASY REFUND?

An Easy Refund is a deposit of your refund money into a FREE FDIC-insured checking account called the "OneAccount," offered by Higher One. The OneAccount is directly linked to your DMACC OneCard, which is also a Debit MasterCard®. With money in your OneAccount, you can use your card wherever Debit MasterCard® is accepted.

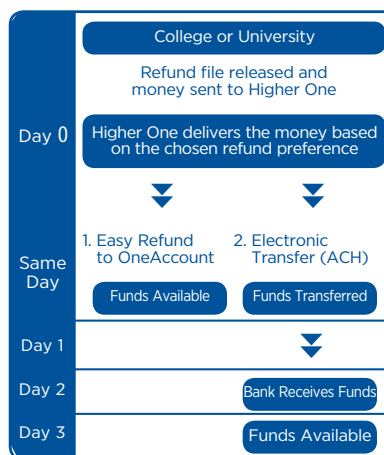
HOW DO I GET AN EASY REFUND?

When you activate your DMACC OneCard at www.DMACCOneCard.com, simply choose the Easy Refund option.

HOW CAN I CHANGE MY REFUND PREFERENCE TO EASY REFUND?

If you did not choose the Easy Refund option when you activated your DMACC OneCard, you can change your preference anytime by logging into your account at www.DMACCOneCard.com. From the main menu bar, select Financial Refunds, then Refund Preferences. Select the Easy Refund option and click the Update Preferences button.

ADDITIONAL FEATURES OF THE DMACC ONECARD ARE DESCRIBED ON PAGE 20.



www.DMACCOneCard.com/easyhelp

RESOURCES FOR ACADEMIC SUPPORT



Academic Achievement Centers are conveniently located on each DMACC campus.

Academic assistance is provided for writing, math and the sciences. On the web at www.dmacc.edu/student_services/academic_achievement_center.asp.

Check out DMACC's online tutoring resource on the web at www.dmacc.edu/smarthinking.asp.

Contact the Academic Achievement Center for information regarding peer tutoring. Peer tutoring provides for scheduled, one-on-one academic support. On the web at www.dmacc.edu/student_services/tutoring.asp.

Sign up for a College Experience course (SDV 108) or Study Strategies (SDV 115). Students in these classes have the opportunity to learn fundamental academic strategies and support techniques to enhance their student success.

**Give yourself
that extra advantage ...**

You're worth it!

"I transferred to UNI from a community college and quickly appreciated the one-on-one attention I got from my advisers and professors."

Cassadie, Senior • Gerontology: Long Term Care major • Ottumwa, Iowa

UNI *I am preparing
for my future*



Wanting to transfer to UNI?

Check out UNI's Admissions Partnership Program (APP) – a plan to help community college students make a successful transition.

Visit www.uni.edu/admissions/app to learn more.



Academic Information

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Grading System

The grading scale and designations for DMACC course work are listed below. Please note that it is the option of each faculty member whether or not to incorporate the plus/minus values into their grading scale. The course syllabus should specify the grading scale.

Letter Grade	Numerical Value
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	.00

Other Grade Designations:

W	Withdrawn/Dropped
I	Incomplete
N	Audit
P	Pass
T	Testing
L	Life Experience

Computing GPA

The method of computing grade point average (GPA) is as follows:

1. Multiply hours of credit in each course by the appropriate numerical grade value to find the quality points.
2. Total the quality points earned.
3. Divide the total quality points earned by the total number of semester hours taken (excluding courses in which a "W," "I," "N," "P," "T" or "L" were received).

EXAMPLE (DIVIDE 40.98 POINTS BY 17 SEMESTER HOURS = 2.411):

	Semester Hours	Grade	Quality Points
Composition I	3	B+ (3.33)	= 9.99
Fundamentals of Speech	3	A (4.00)	= 12.00
Finite Mathematics	4	C- (1.67)	= 6.68
Intro to Computer Literacy	3	C+ (2.33)	= 6.99
U.S. History	4	D+ (1.33)	= 5.32
Total	17		40.98

Repeat Course Work

Students may repeat a course previously taken at DMACC if the course is currently being offered. When a course is repeated, only the hours and the grade point value of the last grade earned will be included in calculating the grade point average. Earlier grades recorded for the repeated course will remain on the transcript record, but will be excluded from the GPA calculation. Withdrawing from a course that is being repeated and receiving a grade of "W" does not constitute a course repeat.

REPEAT SYMBOLS ON THE TRANSCRIPT

I—Grade value included in the GPA calculation

E—Grade value excluded in the GPA calculation

The repeat symbol will be noted in the far right column on the transcript record next to the respective course.

Example:

FL 10-11	PSY111	D	3.00	E
SP 10-11	PSY111	A	3.00	I

New Start

Students who have been absent from the College for at least five consecutive years (60 months) may request that up to two consecutive semesters of grades be removed from their grade-point average calculation. They must first be readmitted to the College and have not earned a postsecondary award from DMACC. They may initiate the New Start process by meeting with an advisor and completing a Petition for New Start form. In the first 12 credits earned after readmission, the student must have a GPA of 2.5 and all grades must be a C or better with no withdrawals or incomplete grades. College Preparatory classes do not count as the 12 institutional credits needed for a New Start to be applied. Unsatisfactory grades earned as a result of academic misconduct will not be forgiven. Grades that are not counted in the GPA as a result of an approved New Start will be notated on the student's transcripts with the # symbol. Notation of academic progress will not be changed or removed from the transcript as a result of an approved New Start. Once approved, New Start is irrevocable. (ES 4566)

Incomplete Course Work

Students who, due to extenuating circumstances such as serious injury or illness, are unable to complete some portion of assigned course work during the regular term may sign a contract with an instructor approving an "I" (Incomplete) grade. In such cases, the student must complete the course by the midterm date of the following term. Incomplete grades are generally not approved by instructors unless there is an extenuating circumstance. An extension of time to complete the work for the course may be granted by the instructor until the end of the term. Incomplete grades automatically change to "F" grades if the course work is not satisfactorily completed within the time period specified.

Grade Reports

Final grade reports are posted to student records one to two weeks after the end of a term. Progress grade reports are distributed prior to midterm and the deadline for dropping classes. This report notifies students who are not progressing satisfactorily (receiving F, D-, D, D+ or C- grades and also those who have quit attending) of services available to help them improve their academic performance.

Official grade reports are mailed only to Career Advantage, Postsecondary Enrollment Option Students, some continuing education students and other high school students or by special request. All students may print a grade report by logging into DMACC's Web Info System.

Grade Appeals

Students should first attempt to resolve matters with their instructors. If students wish to proceed further, they should follow the steps outlined in the Appeal of Final Grade Procedure. A copy of the procedure is available in any DMACC Student Services Office. Students are required to meet with an Ombudsperson. Ombudspersons are available on each campus to assist students with the appeal process. (ES 4620 and ES 4680)

Academic Integrity

Academic integrity, doing one's own work in course assignments and on tests, is one of the most important values in higher education. Receiving credit for plagiarizing or cheating violates the value of all degrees conferred. It is unacceptable for students to submit another person's work as their own. If students quote, summarize, paraphrase or use an author's idea, they must acknowledge the source; otherwise, they are plagiarizing. Allowing others to accept credit for work not their own is also cheating. Students who plagiarize or cheat will be held accountable by their instructor and are subject to the sanctions outlined in the Academic Misconduct Procedure. (ES 4670)

Course Substitutions

On a limited basis, students may request course substitutions in their programs of study. Course substitution is defined as “the replacement of one course with another.” Course substitutions will be allowed only:

- When the student clearly demonstrates knowledge/competency in the subject area for which the substitution is requested and when such knowledge/competency is accurately assessed through measures such as testing, documentation of prior course work or certification.
- When the substituted course reflects similar or complementary content/skills.
- As a reasonable accommodation for students with disabilities.
- In clearly warranted situations, such as a scheduling conflict beyond the student's control.

Non-core courses may not be substituted for courses designated as core requirements for a particular academic award. Adjunct courses may not be substituted for required courses and may not be used to meet degree requirements other than electives. In programs exceeding twenty-four (24) semester credit hours, no more than one-eighth (1/8) of the total number of credits may be substituted. In programs of fewer than twenty-four (24) semester credit hours, only one (1) course of no more than four (4) semester credit hours may be substituted.

Students who wish to request a course substitution should contact the chairperson in their program of study.

Academic Semester Awards

Dean's List: Students who have earned at least six credits in any term with a 3.50 to 3.99 grade point average are honored by being named to the Dean's List. Students are mailed a certificate from their respective Dean/Provost, and the names of students on the list are sent to their hometown newspaper for possible publication.

President's List: Students who have earned at least six credits in any term with a 4.00 grade point average are honored by being named to the President's List. Students are mailed a certificate from the President, and the names of students on the President's List are sent to their hometown newspaper for possible publication.

Phi Theta Kappa

Phi Theta Kappa (PTK) recognizes and encourages scholarship among two-year College students. To achieve this purpose, PTK provides opportunities for leadership and service, exchange of ideas and ideals, lively fellowship and stimulation of interest in continuing academic excellence. A number of institutions offer scholarships for transferring PTK members. Students are encouraged to contact their campus Student Services Office for more information.

Terminology

Articulation: The formal agreement of movement of academic credits from one College to another.

Audit: To attend a class without receiving credit.

College Preparatory: Courses designed to aid students whose educational background requires additional strengthening to achieve success in regular College-level courses. These courses do not transfer or apply to a student's program of study.

Core: Courses that constitute the body of traditional liberal arts curriculum in the first two years of a baccalaureate degree. Generally, these courses have transfer status among receiving institutions.

Corequisite: A course that must be taken concurrently with another course.

CRN: Course Registration Number. The number identifying the specific section of a course.

Cross-Enrollment: Under a special agreement, DMACC students may enroll in a class at Drake, Grand View or Iowa State. Students must have earned 12 semester hours at DMACC and be a current, full-time student in good standing. The credits earned while on the cross-enrollment plan will be added to the DMACC transcript. Not available Summer term.

Degree: An award conferred by a College or university upon completion of a particular program of academic work. Some typical College degrees are Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS), Bachelor of Arts (BA) and Bachelor of Science (BS).

Drop/Add: After completing registration, students may change their schedules by “adding and/or dropping” classes. Students may add a class during the first week of classes and drop a class up to the end of the tenth week of the term for a full-semester class. The drop period is prorated for classes with a duration less than the full term.

Elective: Courses students choose to take outside of the core requirements. Depending on the number of elective courses required, electives may cover a variety of subject areas or concentrate on one major area.

Full-time Student: Students who take a minimum of 12 credit hours during the Fall and Spring semester and 8 credit hours during the Summer term.

Part-time Student: To be classified as part-time during the Fall and Spring semester, students take from 1 to 11 credit hours. During the Summer term, students take 1 to 7 credit hours.

Prerequisite: A skill, course or other criterion necessary for students to succeed in a course.

Semester Credit Hour: A unit of measurement used to determine approximately how many hours students are required to spend in class each week, and how many units will be accumulated toward graduation.

Term or Semester: An enrollment period (15 weeks in the Fall and Spring and 10 weeks in the Summer).

Transcript Requests

Des Moines Area Community College will send or issue a transcript when students, or former students, mail or fax requests to the Registrar's Office. Transcript Request Forms are available at each campus; a letter requesting a transcript will also be honored. Transcript requests should include the student's name, Social Security number or DMACC ID number, telephone number, dates of attendance and the address to where the transcript should be mailed. Transcripts may also be requested via the DMACC Web Info System.

Except during peak periods, transcripts are sent within three to four working days after the receipt of the request. During peak periods, transcript requests are processed in the order they are received. There is no fee for transcripts unless special services are requested. In order for the transcript to be official, it must be sent directly to the receiving institution. Copies of transcripts issued to students are considered to be unofficial. Students may view an unofficial copy of their academic record on the DMACC Web Info System. Transcripts will not be issued or available for viewing for students who have an unpaid financial obligation to DMACC.

Transferring from DMACC to Another Institution

Students considering transfer to another college or university should contact an admissions or transfer counselor at that institution early in the planning process. The following outline provides tips for a successful transfer:

- Meet with a DMACC counselor or advisor each semester to schedule classes for the upcoming semester and discuss transfer plans.
- Keep a copy of the college catalogs from all colleges attended and course syllabi from courses taken.
- Research and visit four-year colleges as soon as possible to decide on a transfer college. DMACC offers many partnership programs with four-year colleges and universities, business and industry and communities. For more information, visit www.dmacc.edu/transfer/partnershipprograms.asp. Students may research different colleges in the Career and Transfer Resource Center or on the College Source Online website at www.Collegesource.org.
- Schedule a campus visit as soon as possible. When scheduling a visit, ask for an appointment with an advisor. It is important to take good notes. Also, write down the names of contact people at the transfer college.
- Complete an application for admission to the selected college or colleges. Complete financial aid, scholarship and housing applications. Watch for deadlines and complete all materials as early as possible. Many colleges set firm application deadlines.
- Request to have all college transcripts sent to the transfer college. In order for transcripts to be sent to the transfer college, students must contact each college attended and request that they release all academic transcripts to the selected transfer college.
- Attend a registration/orientation day at the transfer college. Some colleges allow students to pre-register for classes. Be alert to any registration/orientation procedures and stay in touch with the transfer college.

EMPLOYMENT OPPORTUNITIES!

DMACC Student Employment Assistance on the web at www.dmacc.edu/student_services/job_placement.asp.

Work as a peer tutor and earn extra money between classes. Contact the tutoring office to seek employment as a peer tutor. Check out www.dmacc.edu/student_services/tutoring.asp.

Work study positions are available. Check out the options on the web at www.dmacc.edu/student_services/jobplacement/workstudy.asp.

DMACC BOOKSTORE

Check us out on the web to find more information on:
BOOKSTORE HOURS • REFUND POLICIES • PAYMENT & STORE PICKUP OPTIONS
BOOK BUYBACK SCHEDULES • PREVIEW, RENT & ORDER TEXTBOOKS ONLINE

www.dmacc.edu/student_services/bookstore.asp

CAMPUS BOOKSTORE PHONE NUMBERS	Carroll..... (712) 792-8310 Newton 641-791-1770 Urban..... (515) 248-7212 West..... (515) 633-2423
Ankeny (515) 964-6302 Boone (515) 433-5034	

DMACC bookstores offers many services for students' convenience. The bookstores offer new, used, digital and rental books to extend the most choices to students for their course materials. DMACC bookstores also offer supplemental and reference items, paper products, writing and office supplies, calculators, computer hardware and software, greeting cards, snacks, postage stamps, general books and imprinted clothing and gift items. **Check them out on campus!**

ONLINE TEXTBOOKS
Ship textbooks to your home!

FALL ONLINE TEXTBOOK SALES
Begin in August

SPRING ONLINE TEXTBOOK SALES
Begin in December

THE DMACC BOOKSTORE IS THE OFFICIAL BOOKSTORE SERVING ALL CAMPUSES OF DES MOINES AREA COMMUNITY COLLEGE.

HELP IS JUST A CLICK AWAY!

Contact the HelpDesk today for assistance with the following:

- Logging on to an on-campus, networked computer
- Accessing email/webmail
- Creating Usernames, Passwords, PINs & User IDs
- Accessing the Web Info System

WWW.DMACC.EDU/HELPDESK | (515) 965-7300

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Academic Achievement Centers

The Academic Achievement Center located on each campus is available to all students seeking assistance in the following categories:

1. College course work, especially in the areas of math, science, English, reading and study skills.
2. High school completion (GED or adult high school diploma) or completing a program of basic literacy skills (ABE).
3. Academic upgrading, prerequisites or enrichment.
4. Enrichment in English or math, in which instructors will diagnose academic skill levels, establish individual programs of study and assist in the learning process.

Computer services are also available in the Academic Achievement Centers. These services include various educational and support programs and computer-based educational systems. Contact the Academic Achievement Center at each campus for additional information.

Academic Advising

Academic advisors are available to assist students in planning their educational programs, meeting graduation requirements, developing their academic skills and using resources of the College to meet their educational needs. Assistance is given in selecting a transfer institution and the transferring of credits. For detailed information on advising services, visit www.dmacc.edu/advising.

Bookstores

College bookstores are located at all DMACC campuses to serve students, faculty and staff. Textbook purchases and rentals should be made at the campus location of the class. Textbooks for TV and online classes are carried by the Ankeny bookstore only. Arrangements may be made to deliver the books to other DMACC bookstores by ordering through the website and selecting store pickup at the preferred campus. Please allow two extra business days for the transfer. MasterCard, VISA, Discover and American Express credit cards are accepted. Picture IDs are required for all Financial Aid, student accounts and check purchases. Students with prewritten checks from parents must also present a picture ID. Checks must be written for the amount of purchase only and payable to DMACC Bookstore or Follett. Hours of operation vary at each campus.

A cash register or financial aid receipt is required for a full refund or exchange of any textbook. Textbooks may be returned with receipt within seven days from the beginning of each semester; books must be in the exact same condition as when purchased. Check with the bookstore for further details of the Bookstore Return Policy. Materials purchased with a check require 10 working days for a refund check to be issued. Financial Aid recipients may use their excess aid to purchase books and other educational-related supplies. For more information, visit www.dmacc.edu/student_services/bookstore.asp.

Campus Recreation

All current Des Moines Area Community College students, faculty/staff and alumni are eligible to participate in Campus Recreation activities. Indoor recreational facilities are located on the Ankeny and Boone Campuses. At the Ankeny Campus, students, faculty and staff may bring a guest for a \$2.00 fee and must accompany them at all times. Children under 12 years of age are not permitted in the fitness center.

At the Ankeny Campus, indoor facilities include a gymnasium and a walking track, free weights, recreational equipment, fitness equipment, exercise bikes, treadmills, elliptical trainers and locker rooms available for student participant use. Lockers, padlocks and towels may be rented on a daily or semester basis. Fitness classes and personal training services are also available. The Boone Campus facilities include a gymnasium, weight room, fitness room, tennis courts, sports medicine room and locker rooms. Both campuses offer wellness programming, which includes annual blood screens, Faculty/Staff Educational Lunch Program, fitness walks, exercise classes, fitness assessments and special events. For more information, visit www.dmacc.edu/campusrecreation.

Campus Security

Law enforcement and security are provided to help ensure the safety and security of our campuses. DMACC provides 24-hour/7-day security officer patrol at the Ankeny Campus. An Ankeny security officer may be contacted at (515) 964-6500. At the Urban Campus, security officer patrol is 7:00 a.m. through 10:30 p.m., Monday through Thursday; 7:00 a.m. through 5:00 p.m. Friday and Saturday. An Urban security officer may be contacted at (515) 248-7200. Security measures may include uniformed security guards, closed-circuit television, building security systems, exterior lighting, courtesy phones and attention to landscape materials. In addition, the Ankeny, Des Moines, Boone, Carroll, Newton and West Des Moines Police Departments patrol and assist the College in their respective jurisdictions. DMACC security personnel administer traffic and parking regulations, ensure safety and security and provide assistance to the College community.

Career Planning

Career assessment tests and inventories are available to help students learn more about their interests, abilities and skills, personalities and values. Some of the more frequently used instruments are the Strong Interest Inventory, the Self-Directed Search and the Myers-Briggs Type Indicator (MBTI).

A computerized career guidance system called CHOICES helps users identify careers based on a personal interest checklist and provides up-to-date information for approximately 656 occupations. The Kuder computerized career-planning system with information on more than 1,200 occupations is also available.

For assistance in choosing an educational program or career goal, contact the Counseling and Advising Offices in Building 1, Ankeny Campus, or the Student Services Office at Boone, Carroll, Newton, Urban or West Campuses. The Career and Transfer Resource Centers located on the Ankeny and Urban Campuses provide educational and occupational information.

Child Care

The DMACC Child Development Center on the Ankeny Campus provides child care for the children of students and staff. Children ages 2–5 are eligible for child care during normal College business hours. Children must attend on a full- or part-time, regularly scheduled basis. The child care center is open year-round on student contact days only. There is generally a waiting list. To apply or for more information, call (515) 964-6588. For additional child care information on the other campuses, contact the Student Services Office or visit www.dmacc.edu/handbook/servstudents/childcare.asp.

Children should not be brought to class or left unattended at any time at clinical sites, attendance centers, computer labs, in a classroom or on College property.

Counseling

The College provides professional counselors to assist students in career and educational planning and in solving problems of a personal nature. Counselors help students make decisions and plan for a successful future. Counselors are available to help students choose an educational program or career direction, recommend and interpret career tests and inventories, examine mid-career options, discuss anticipated academic difficulties and develop an appropriate course of study. Students who experience difficulty or dissatisfaction with their curriculum are encouraged to make use of DMACC counseling services.

The Student Assistance Program is available to help students with ongoing problems involving school, family, relationships, work, substance abuse, etc. Call the Student Assistance Program at (515) 244-6090 to arrange a confidential visit with a counselor. The initial evaluation and referral services are available at no cost to DMACC students. For more information, visit www.dmacc.edu/counseling.

DMACC OneCard (College ID)

The DMACC OneCard, the official College picture ID for credit students, provides access to student services such as library resources and events and activities. Students may select how they will receive their DMACC refunds from Higher One.

- The DMACC OneCard will be mailed to students by Higher One at their current mailing address on file with DMACC.
- Students desiring to have a photo added to the OneCard should visit **www.dmacc.edu/onecard** for a list of photo-taking locations, dates and times.
- Students must go to **www.DMACCOneCard.com** to select a refund option choice.
- Lost cards will be replaced for a fee of \$20.00.
- Students must go to **www.dmacc.edu/library** to register their OneCard as their library card.
- Each DMACC campus has a Higher One ATM machine that can be used with the OneAccount for free.

Additional information about the OneCard can be found on page 9.

Dental Services

Dental Hygiene students on the Ankeny Campus provide the following preventive dental services for DMACC students and the community at a reduced fee: oral health assessment, cleaning of teeth, home care instruction, sealants, amalgam polishing, fluoride treatment, X-rays, nutritional counseling and oral cancer screenings. To schedule an appointment, call (515) 964-6280 or visit **www.dmacc.edu/student_services/dental.asp**.

Emergency Auto Service

Campus security available on the Ankeny and Urban Campuses may assist students with cars that won't start or have low tires or if students have locked their keys in a car. Ankeny Campus security can be contacted at ext. 6500 from an on-campus telephone (964-6500 off-campus). Urban Campus security can be contacted at ext. 7200 from an on-campus telephone (248-7200 off-campus). Assistance may be obtained from the security officer. If security is not available or is unable to assist, a commercial car service may be called. DMACC security services are provided free of charge, but charges of any commercial car service will be the full responsibility of the student. At the Boone, Carroll and West Campuses, maintenance staff will assist with starting cars. At the Newton Campus, jumper cables may be borrowed from the Newton SAC through the Information Desk.

Employment Assistance

Student Services provides a list of job openings (full-time and part-time); assistance to students seeking work in the College Work-Study Program; referrals for internship and summer employment; on-campus recruitment and interviews by employers; and information about companies and the labor market. Individual assistance with resumé writing, application letters, interviewing and job-seeking skills is readily available.

For further information, contact the Student Employment Assistance Office, (515) 964-6463, or the Student Services Offices on the Boone, Carroll, Newton, Urban and West Campuses, or visit **www.dmacc.edu/student_services/job_placement.asp**.

Financial Aid

Financial aid is any source of funds available to assist students in paying for the costs of a College education. Students who believe they will need assistance are encouraged to apply for financial aid. Financial aid is awarded based on full-time attendance. Any awards shown may be prorated if students are enrolled less than full-time. Most assistance is based on demonstrated financial need; however, some is based solely on merit.

There are four main types of financial aid. Usually students are offered a combination of aid (known as a package) from these four programs: grants, loans, scholarships and work-study. Students are encouraged to visit the financial aid website at **www.dmacc.edu/fin_aid** for more information.

Students convicted of a violation of a drug law while attending College and receiving federal financial aid (grants, loans, scholarships and work-study) may not be eligible to receive federal funding.

To View Financial Aid: Students may view their financial aid award package for the current year by accessing the DMACC Web Info System using their student ID and Personal Identification Number (PIN) at www.dmacc.edu/webinst.asp.

E-Award Notification: Students with DMACC email addresses will be able to view their award notifications (E-Awards) online. If they wish to accept or decline Federal Direct Loans or Federal College Work-Study offered in their award package, they can do so via the E-Award acceptance area of the DMACC Web Info System.

Read more about financial aid awards and deadlines in the Understanding Your Award brochure at www.dmacc.edu/fin_aid/UnderstandingAward.pdf. For questions, email the Financial Aid Office at finaid@dmacc.edu or call the office at (515) 964-6283, or 1-800-362-2127, ext. 6283.

Food Services

Vending machines are available at each campus. The Ankeny, Boone, Urban and West Campuses have food services where food is prepared on-site. For formal dining, Culinary Arts students on the Ankeny Campus operate the Bistro, located in Building 7.

Housing

For student housing options and area apartment information, visit www.dmacc.edu/student_services/housing.asp. For more information about student housing at the Boone Campus, contact the housing liaison, B.J. McGinn, at (515) 433-5046. The Borgen Housing Guidelines can be accessed at the above website.

Libraries

Library services are provided at the Ankeny, Boone, Carroll, Newton, Urban and West Campuses. The DMACC Libraries' website provides access to information from any computer on the College network at www.dmacc.edu/library. Off-campus access to electronic resources is available to students who have registered their DMACC OneCard with the Libraries. Students may go to their campus library or visit the library website.

Lost & Found

Lost & Found is maintained in the Student Activities Office at the Ankeny Campus, the Business Office at the Boone and Carroll Campuses, the Information Desk at the Newton and West Campuses and the Registration Desk at the Urban Campus.

Notary Public

Free notary public service is located at the Student Activities Office on the Ankeny Campus, the main office at the Carroll Campus, the Business Office at the Boone Campus and the Provost's Office at the Urban and West Campuses. Please check with local campus for dates and times of service.

Scholarship & Grant Programs

SCHOLARSHIPS

Students seeking scholarship opportunities are encouraged to visit the Alumni Association website at www.dmacc.edu/alumni/alumnischolarships.asp to obtain information about scholarships and/or to submit a scholarship application electronically. The DMACC Alumni Association's primary mission is to provide financial help to students in need. To date, the Association has granted more than 400 students scholarships and grants ranging from \$100 to \$1300.

FINANCIAL AID GRANTS

Students seeking grants from federal and state sources should complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 of each year. A description of the grant programs available to students who complete the FAFSA may be viewed at www.dmacc.edu/fin_aid/types.asp.

Students with Disabilities

DMACC is committed to providing an accessible environment that supports students with disabilities in reaching their full potential. Support services are available for students who have visual, hearing, mobility, learning or other types of disabilities to ensure equal access to educational opportunities. Specialized software, adaptive equipment, testing accommodations, classroom accommodations and sign language interpreting are examples of the support services offered.

DMACC employs a Disability Services Coordinator to work with students to develop and coordinate services based on individual student need. Students with disabilities who require reasonable accommodations to participate fully at DMACC should follow these steps:

1. Contact the Disability Services Coordinator at (515) 964-6850 V, (515) 964-6809 TTY or the counseling and advising office on any of the six campuses for an Application for Accommodation.
2. Submit the completed application and supporting documentation to Des Moines Area Community College, 2006 South Ankeny Boulevard, Bldg. 6-10b, Ankeny, Iowa 50023. Attention: Disability Services Coordinator.
3. Schedule a time to meet with the Disability Services Coordinator, counselor or advisor to discuss coordination of services.
4. Visit www.dmacc.edu/student_services/disabilities.asp for more information.

Student Health Services

Student Health Services is located on the Ankeny Campus (Building 24, Room 103) and is open on student contact days. Students from all campus locations are welcome to utilize Student Health Services. Limited medical care, immunizations, emergency treatment and referrals are available. Appointments may be scheduled when classes are in session with the following medical professionals. Contact the Campus Health Specialist at (515) 964-6352 to schedule an appointment (appointments mandatory for physicals). Most health services are free or have a minimal charge. Check DMACC website calendar or call Campus Health for specific details.

- Campus Health Specialist available Monday–Friday, 8:00 a.m.–4:30 p.m. (Fall and Spring semesters) and 7:30am–4:00pm (Summer term) student contact days.
- Nurse Practitioner available Tuesdays and Thursdays, 10:00 a.m.–2:00 p.m. (Fall and Spring semesters) and Tuesdays, 10:00 a.m.–2:00 p.m. (Summer term).
- Venus Family Planning Clinic Practitioner available Wednesday, 1:00 p.m.–4:00 p.m. (Fall and Spring semesters and Summer term) to provide information on women's health and/or family planning services.
- Licensed Mental Health Counselor available Tuesday afternoons/evenings.

CPR/FA classes offered on a limited basis. Student Health Insurance information and other health education and support materials are also available.

Testing Centers

The Testing Center on each campus provides COMPASS testing, makeup testing, the administration of correspondence tests for courses taken at other institutions and challenge tests for DMACC courses, along with certification and admission tests. Students must arrange with their instructors to have tests sent to the Testing Center. When students arrive to take their exams, they are required to present picture identification, such as a DMACC OneCard. For Testing Center hours, students should contact the Information Desk at the Newton Campus and the Testing Center or Academic Achievement Center at the Ankeny, Boone, Carroll or Urban Campuses and the Interactive Resource Center at the West Campus.

Tutoring

The Tutoring Office provides peer tutors to assist students who have difficulty in a particular course or courses. Knowledgeable tutors can help students by reviewing the course material, answering questions and reviewing for exams. Students can be scheduled individually or with a group. The Tutoring Offices hire students as peer tutors. Come work in a fun, flexible environment and earn extra money while on campus.

Online tutoring through www.smarthinking.com is available for a variety of subjects. For access, send an email with DMACC student ID number and DMACC email address to tutor@dmacc.edu or call (515) 965-7004.

For more information, call the Tutoring Office on the Ankeny Campus at (515) 965-7004 or stop by Bldg. 6, Room 20. Students interested in tutoring on the Boone, Carroll, Newton, Urban or West Campuses should contact the Academic Achievement Center at the campus attended. **The College does not guarantee the availability of tutors.**

Veterans Services

The DMACC Veterans Services Office assists students in applying for veterans educational benefits, acts as a liaison between the student and the federal Department of Veterans Affairs and serves as a resource to other DMACC departments and services.

Students who could be eligible for veterans educational benefits through the VA are: former full-time, active-duty U.S. military veterans, current members of the Iowa National Guard, current members of U.S. military reserve units, participants in the VA vocational rehabilitation program, and surviving dependents and spouses of service-related disabled or deceased veterans.

Application for veterans benefits should be completed when applying for admission to DMACC. Forms are available from the Veterans Office on the Ankeny Campus. The application process for new claims takes a minimum of eight weeks to be completed by the Department of Veterans Affairs. Therefore, appropriate paperwork should be completed as early as possible.

Further details may be obtained at the Office of Student Financial Aid/Veterans Services, Ankeny Campus, (515) 964-6284, or toll-free 1-800-362-2127 or on the web at www.dmacc.edu/veterans.

Vocational Rehabilitation Counseling

Through an agreement with Iowa Vocational Rehabilitation Services, a vocational rehabilitation counselor is assigned to the College to provide rehabilitation services to eligible students with disabilities. Individualized services to help students achieve their vocational goals are identified in a jointly developed written rehabilitation plan. Vocational rehabilitation counseling is provided to eligible students by a professional counselor who has expertise in disability and vocational areas. On the Ankeny Campus, the counselor is located in Building 1. For services at the other campuses, contact the local area Iowa Vocational Rehabilitation Services.

SERVICES
FOR STUDENTS

Financial Aid *is Every Student's Business*

HELPFUL FINANCIAL AID RESOURCES

www.dmacc.edu/fin_aid
www.finaid.org
[www.studentaid.ed.gov/
completestafsa](http://www.studentaid.ed.gov/completestafsa)
www.fafsa.gov
www.pin.ed.gov
www.studentaid.ed.gov

SCHOLARSHIPS

www.dmacc.edu/foundation
www.fastweb.com

DIRECT LOAN WEBSITE

[https://studentloans.gov/
myDirectLoan/index.action](https://studentloans.gov/myDirectLoan/index.action)

DIRECT LOAN SERVICING CENTER

1-800-848-0979

FEDERAL STUDENT AID

INFORMATION CENTER

1-800-4-FED-AID (1-800-433-3243)
TTY users 1-800-730-8913

INTERNAL REVENUE SERVICE (IRS)

1-800-829-1040
TTY USERS 1-800-829-4059



STUDENT FINANCIAL AID
2006 South Ankeny Boulevard
Ankeny, IA 50023-3993

1-800-362-2127, EXT. 6282 FAX: (515) 964-6391
www.dmacc.edu/fin_aid
DMACC Federal School Code: **004589**

OVERWHELMED

and don't know where to turn?

Find out more about DMACC Counseling Services by visiting our website at

www.dmacc.edu/counseling

Helpful links are available for information on mental health and local emergency contacts.



Services for Students with Disabilities

Get the accommodations you need. Don't delay!

For information on how to apply for accommodations, contact the Disability Services Coordinator at **(515) 964-6850 or TTY (515) 964-6810** or contact a counselor/advisor on any DMACC campus.

No time to call? Visit our website at **www.dmacc.edu/student_services/disabilities.asp**

Access an Application for Accommodation online at **www.dmacc.edu/student_services/disabilities.asp**

Visit the Student Lounge at **www.washington.edu/doit/Resources/postsec.html**

Student Life

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Student Activities

Much of students' growth is the result of participation in activities and student organizations. It is the philosophy of the College that cocurricular activities complement the academic program. The activities are financed by a portion of the service fee that is charged each term in addition to regular tuition. Student representatives elected to the Student Activities Council (SAC) are responsible for assessment and disbursement of these funds with approval from the SAC advisor.

Student Organizations & Clubs

Students are encouraged to participate in student clubs and organizations. The Student Activities Office on each campus has a listing of all student organizations available and provides a Student Organization Handbook that contains instructions and information regarding official recognition, funding, membership requirements and College rules and regulations. Students interested in forming an organization may contact the Student Activities Office for guidelines on the process. Most recognized organizations fall into one of the following classifications:

1. Preprofessional and departmental clubs are joined by students wishing to pursue interests that contribute to the development of career fields.
2. Service organizations have as their primary purpose activities that will contribute positively to the College and the community.
3. Scholastic honorary organizations offer membership on the basis of academic excellence and performance.
4. Special interest organizations are planned by students who desire to develop or broaden their interest in some particular aspect of their lives.

Student Activities Council

As the primary student governing body, the Student Activities Council (SAC) promotes College spirit, provides a focal point for discussions between students and College staff and gives students a voice in College affairs. This body is responsible for the assessment and disbursement of student activity fees. With these funds, the Council plans a variety of activities and offers a wide range of services designed to enhance campus life. Through its work, students are provided an opportunity to participate in the democratic process. Meetings are held on a regular basis. Any student, administrator or faculty member may attend meetings of the Student Activities Council and take part in discussion, but only members may vote.

Voter Registration

Students wishing to become registered voters can visit the Iowa Voter Registration website www.sos.state.ia.us/PDFS/elections/voteapp.pdf for a registration form. Those wishing to vote may also visit the following locations: County Clerk's office, city and community offices, military recruitment offices and the Iowa Drivers' License facilities.

Ticket Sales

Discount tickets to various activities and attractions are available at the Student Activities Office at Ankeny, the Advising Office at Carroll or the Business Offices at Boone, Newton, Urban and West Campuses. Discount tickets include amusement parks, Civic Center events, movie theaters, sporting events and discounted bus passes for DART. Check in the main offices for details. Cash, credit cards and personal checks are accepted at all campuses.

Intramurals

Intramural activities provide an opportunity for students to participate in a wide variety of recreational sports. A variety of team sports provides for participation on an individual or team basis. Online registration is available for intramural activities on the Ankeny Campus. For more information, visit www.dmacc.edu/campusrecreation.

Intercollegiate Athletics

The DMACC Athletic Department, located at the Boone Campus, provides opportunities for student-athletes to compete on a national level. DMACC is a member of the Iowa Community College Athletic Conference (ICCAC) and the National Junior College Athletic Association (NJCAA). The College offers women's intercollegiate athletics in basketball, cross country, volleyball and golf. The men compete in basketball, golf and baseball. DMACC intercollegiate athletics have received national recognition. For more information, visit www.dmacc.edu/athletics.

DMACC Music, Drama & Dance

DMACC offers Concert Choir (MUS 143), a two-credit, elective course on the Ankeny and Boone Campuses. See the current *Credit Schedule* for times. Also, Ankeny Campus offers, for one credit, Chamber Ensemble (Choir) (MUS 150). This choir is open to any DMACC student who passes the audition. There is no limit to the number of times students may enroll in the choirs, but only four semesters of credit for each may be used toward a DMACC degree. Volunteer/noncredit choral ensembles, open to all DMACC students, are organized on the Ankeny Campus. For more information, call (515) 964-6633 or visit www.dmacc.edu/music.

DMACC also offers the opportunity for musicians to participate at the Boone Campus in the DMACC Bears Pep Band. For more information, call (515) 433-5037.

The DMACC drama program offers opportunities for students to gain practical experience in theatre production. Students can earn College credit in a variety of areas, including acting, lighting, costume designing, promoting, directing and scenery work. In addition, annual student playwriting contests at the Ankeny Campus allow students to see their work produced. Course offerings include Introduction to Theatre (DRA101), Acting I (DRA130) and practicums.

A DMACC Dance Team is offered as a one-credit course on the Boone Campus. For more information, call (515) 433-5029 or visit www.dmacc.edu/athletics/danceteam/.

ACADEMIC ADVISING

Providing Guidance from Admission through Graduation

As part of your educational planning, include a visit with an advisor.

Advisors can help with:

- Information about majors
- Questions about College policies and procedures
- Course selection and registration
- Adding or dropping courses
- Selecting a transfer College
- Understanding how credits transfer
- Checking progress toward graduation

Check out the advising website at www.dmacc.edu/advising.

It provides tips on course selection, transfer information and answers to frequently asked questions.

All DMACC students have access to an advisor. Check the advising website to find out how to schedule an appointment or email an advisor.

YOUR FUTURE STARTS HERE!

Earn a University of Iowa degree without leaving home!

Finish that bachelor's degree you've always wanted. Whether online or on campus, we're sure you'll agree—there's no better place to find quality, value and accessibility. *U.S. News and World Report* ranks The University of Iowa as one of the nation's top public universities.

The Bachelor of Liberal Studies (BLS), Bachelor of Applied Studies (BAS), and the Registered Nurse to Bachelor of Science in Nursing (RN-BSN) can all be completed online.

Transfer students interested in Distance Education degrees, go to:

www.hawkeyedegree.com
or call 1-888-4UofI-ED

For on-campus degrees, go to:

www.uiowa.edu/admissions/transfer



Distance Education
at The University of Iowa
online - on course - on target



Graduation

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Degree Audit Report

The Degree Audit is a tool used by the Credentials Department to analyze students' progress toward program completion. Liberal Arts AA/AS or AGS students can view their Degree Audit online on the Web Info System. Students may request a Degree Audit on the Web Info System. Students may also complete the Degree Audit request form on the DMACC website and mail, fax or email the form to Credentials.

Graduation Requirements

All requirements of the chosen program must be satisfied. If program requirements are not satisfied within five years of the first term of enrollment in their program of study, students can no longer use those requirements effective at the time they initially enrolled in their program and must complete the program requirements effective at the time of their graduation. It is the responsibility of the students to know and to observe the requirements of their curriculum and the rules governing academic work.

Application for Graduation & Commencement

Candidates for graduation must complete an application for graduation in order to receive their diploma. Students who do not complete requirements for graduation in the term for which they applied must submit a new application. Students who plan to participate in one of the annual commencement ceremonies must indicate their intent on the application for graduation. There is no graduation fee. Students who plan to receive more than one degree, diploma or certificate need to complete a graduation application for each program. Candidates for graduation should submit their applications to the Credentials/Graduation Office by the dates below or online at www.dmacc.edu/handbook/graduation/application.asp.

Fall October 1

Spring February 1

Summer February 1*

Summer June 1

**If student plans to participate in the Annual Commencement Ceremonies.*

Students who graduate at the end of Fall, Spring or Summer terms are invited to participate in the annual commencement ceremonies in May. Participation in commencement ceremonies is free of charge.

Graduation with Honors

Students who earn a program grade point average of 3.50 or higher in their program of study will graduate with honors. Honor students may wear a gold cord at the commencement ceremony. Their distinction may be noted in the printed commencement program and recorded on their final transcript.

Diplomas

Diplomas are mailed to students six weeks after final grades are posted. Students seeking degree verification may request a copy of their transcript showing the degree awarded and date granted from the Academic Records Office. Prior to the end of the term, transcripts may be ordered for delivery after grades and graduation status are finalized.

DMACC Alumni Association

Des Moines Area Community College has an active Alumni Association. Headed by a volunteer Board of Directors, the Association strives to maintain contact with and provide services and benefits to alumni and friends. Through annual fund-raising activities, the Association provides scholarships to eligible DMACC students. For more information, and/or to join, contact the Alumni Association Office at (515) 965-7331, email alumni@dmacc.edu or visit www.dmacc.edu/alumni.

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DMACC Website

DMACC's website www.dmacc.edu offers a wide variety of information about the College's educational offerings and services.

All official communication with students will be done through students' DMACC email address. Contact the DMACC HelpDesk at www.dmacc.edu/helpdesk or call (515) 965-7300 for assistance using webmail.

User Name, DMACC ID Number, PIN & Password

Upon acceptance to DMACC, students are mailed their DMACC user name, DMACC ID Number and a temporary PIN (Personal Identification Number). It is important for students to remember this information because it provides them access to College-networked computers, the Web Info System, my.dmacc.edu and DMACC course work via WebCT. For assistance, visit www.dmacc.edu/helpdesk or call (515) 965-7300.

User Name: The User Name, usually the student's first initial, middle initial and last name (example: djsmith) is used in conjunction with a password to log on to DMACC computers and access webmail. If the student has a common name, then a number is usually assigned at the end of the User Name (example: djsmith23). Students' accounts are not created until they register for credit classes.

DMACC ID Number: DMACC issues students a randomly generated identification number called the DMACC ID Number. This number is confidential and should be protected in the same manner as a Social Security number. Social Security numbers, which must be provided to the College for reporting purposes, will be kept confidential.

PIN: The PIN, a randomly assigned number students receive in the mail upon admission to DMACC, is used in conjunction with their DMACC ID Number to access the Web Info System to conduct business at DMACC. When students initially log in, they will be required to change from the temporary PIN to a 6-character PIN of their choice. Students should not share this with anyone because doing so may give individuals access to the student's confidential educational records.

Technology Access

1. Logging on to an on-campus, networked computer

- Enter assigned User Name and Password. For assistance, visit www.dmacc.edu/helpdesk or call (515) 965-7300.
- DMACC computer lab locations and hours can be accessed at www.dmacc.edu/helpdesk/computerlabs.asp.

2. Accessing Webmail (email)

- Open the DMACC webmail site: <http://owa.dmacc.edu/>.
- Same User Name and password as logging on to an on-campus computer (see #1 above).
- For assistance, visit www.dmacc.edu/helpdesk or call (515) 965-7300.

NOTE: DMACC personnel will send all email correspondence to the student's DMACC email address.

3. Online/Blended Course Information

- Students enrolled in Online and Blended Courses should visit www.dmacc.edu/online for additional information or contact the HelpDesk at helpdesk@dmacc.edu or (515) 965-7300.

4. Accessing or providing Financial Aid Information through the FAFSA website

- On the Web address: www.fafsa.ed.gov.
- The assigned PIN is a four-digit code assigned by the Federal Student Aid Program.

Web Info System

DMACC's Web Info System is a service that provides a convenient method for students to maintain their personal information and obtain their academic information via the Internet.

From the **Personal Information** tab, students may:

- Change PIN
- View or update mailing address, phone number and emergency information
- View or update personal e-mail address
- View name change and social security number change information

From the **Student and Financial Aid** tab, students may:

- Apply for admissions
- View academic records
- View Financial Aid
- Register for classes
- Purchase textbooks online

STEPS TO ACCESS AND USE THE WEB INFO SYSTEM

1. Go to the DMACC website at **www.dmacc.edu**. Click on Login in the upper-right corner of the page. Click on the Web Info System link under the Students column.
2. At the bottom of the page, next to DMACC ID Number, enter DMACC ID or Social Security number. Next to PIN, enter 6-character Personal Identification Number (PIN). (This was mailed upon admission to DMACC.)
3. First-time login will require creation of a new six character PIN (numbers or letters) and selection of two security questions and answers to aid in resetting the PIN if forgotten.
4. At the Main Menu page there are various tabs across the top that will allow the student to navigate to pages easily. The following steps are the most frequently used pages of the Web Info System.
 - **Update Address or Phone:** Click on the Personal Information tab and then Update Address(es) and Phone(s). Make sure personal address and phone numbers are correct. If correct: Click on the Return to Menu link (top right corner of the screen). If not correct: Click on Update Existing Address link next to Mailing/Current Residence address. This returns to the Update/Insert screen. Fill in all areas on the form that need updating and click on Submit. Click on the Return to Menu link (top right corner of the screen) or the Personal Information tab.
 - **Check Transfer Credit:** Click on the Student and Financial Aid tab. To determine if transfer credit has been evaluated from another College, click on Student Records, and then click on Academic Transcript.
 - **Add/Drop Classes:** Click on the Student and Financial Aid tab, click on Registration, click on Add/Drop Classes. Choose appropriate semester and click on Submit. Follow the instructions on the Register For or Add/Drop Classes page.
 - **Verify Class Schedule:** Once the Current Schedule has been entered and is correct, scroll to the bottom of the Register For or Add/Drop Classes screen, and click on Week at a Glance. If classes from the Current Schedule are not seen, scroll to the bottom and choose a different Date Range. Print a copy of the Current Schedule by clicking on Detail Schedule and print. Students are responsible for the accuracy of the schedule.
 - **Verify Account Balance:** Scroll to the bottom of the Register For or Add/Drop Classes screen, and click on Registration Fee Assessment. This is the student's bill. Print a copy of the bill.
 - **Pay Account Balance:** If students wish to pay their bill online, they may do so by credit card payment or by setting up a payment plan. At the bottom of the Registration Fee Assessment page, click on Credit Card Payment or click on Online Payment Plan.
 - **Financial Aid:** If students have Financial Aid information they want to view, click on the Student and Financial Aid tab, and then click on Financial Aid.
5. To log out, click on Exit in the upper right-hand corner and then click on Return to Homepage. This will log the student out of the system.

my.DMACC.edu (Portal)

my.dmacc.edu The user name and password are identical to the DMACC webmail user name and password.

Online Courses

DMACC currently uses WebCT and Blackboard for offering online courses. For assistance with the user name or password, see the previous section in this chapter. For information about Online and Blended courses, visit the Online Learning Website at **www.dmacc.edu/online**.

To access online courses, go to the DMACC website at **www.dmacc.edu**. Click Login in the upper-right corner of the page, and then click My Online Learning or click Online Learning under Quick Links on **www.dmacc.edu**, click DMACC Students and then My Online Learning. User name and password are the same as the DMACC webmail.

Information Center

The Ankeny Campus Information Center ((515) 964-6200) provides general DMACC information, specific program descriptions and current course listings. Information can also be obtained at the Student Life or Student Development/Counseling and Advising Offices at the Boone, Carroll, Newton, Urban and West Campuses.

Bulletin Boards

Bulletin boards are for information or announcements relevant to the College, students and staff. Items for posting must be approved, stamped and dated by the Student Activities Office at the Ankeny Campus, the Provost's Office at the Urban Campus, the front office at the Boone Campus, the Information Desk at the Newton Campus and at the Concierge's Desk at the West Campus. The Student Activities Council Advisor approves items for posting at the Carroll Campus. Items must not be affixed to glass or painted surfaces.

Student Publications

DMACC has three independent student publications: *The Banner News* on the Boone Campus; *The Campus Chronicle* on the Ankeny Campus; and *The Urban Vibe* on the Urban Campus. These student news organizations emphasize news, features, entertainment, sports, opinion, photography, graphic design, advertising and new media. No experience is necessary. Training is provided. Opportunities to get involved include enrolling in a class (JOU125), freelancing or interning. Work study positions also may be available. For more information, contact the faculty advisor at each campus or email **bannernews@dmacc.edu**, **chronicle@dmacc.edu**, **urbanvibe@dmacc.edu**.

College Closings

DMACC gives very serious consideration to all inclement weather and is committed to making decisions to close the College as soon as possible. Weather conditions are monitored continuously in advance of winter storms and decisions are targeted to be made by 6 a.m. for day classes and 4 p.m. for evening classes. Students are encouraged to use their best judgment when determining to attend classes in inclement weather. If students decide to not attend classes due to weather, it is their responsibility to contact their instructors.

DMACC students, faculty and staff can get College closing information by radio or television or DMACC Alert on their cell phone, landline phone or email. Additionally, information may be found at **www.dmacc.edu**, or by calling the following phone numbers: Ankeny (515) 964-6200; Boone (515) 432-7203; Carroll (712) 792-1755; Newton (641) 791-3622; Urban (515) 244-4226; West (515) 633-2407.

To sign up for DMACC Alert, log in to **www.getrave.com/login/dmacc** to add the cell and landline numbers and email address to receive the alerts. The user name is the student's full DMACC email address (dsmith@dmacc.edu). A password can be set by clicking the Forget User Name or Password bar and following the prompts. Call the DMACC Safety Officer at (515) 964-6816 with questions.

LEARNING COMMUNITIES

MAKING DMACC CONNECTIONS



- ➔ Give multiple purposes to assignments
- ➔ Get to know faculty better
- ➔ Develop new friendships

In a learning community, the same students enroll in two or more courses. Faculty work closely together to link the course content and assignments. Students expand their knowledge and apply skills in multiple subjects.

Discuss this opportunity with an academic advisor or counselor when scheduling classes.

TURN A COMMUTER EXPERIENCE INTO A COMMUNITY EXPERIENCE—ENROLL IN A LEARNING COMMUNITY.

“It is fun and a great way to get to know new people. For me, history is not my best topic and the learning community helped me with that.”
Anna Green-Gabel



in case of an emergency

ICE

YOUR CELL PHONE
tells first responders whom to call.

*More than one contact?
Use “ICE1,” “ICE2,” “ICE3,” etc.*

DMACC
DES MOINES AREA
COMMUNITY COLLEGE
 Provided by
 DMACC Student Services
Life's Calling™

**PROGRAM ICE ON YOUR
CELL PHONE... IT COULD BE
A LIFE-SAVER!**

Program the word
ICE
 along with your
**EMERGENCY
CONTACT INFO**
 on your cell phone so
 medics know who to call
**IF YOU ARE
IN AN ACCIDENT**
 or have a
MEDICAL EMERGENCY.

OMBUDSPERSONS

Need support or information regarding institutional policies and procedures? The Campus Ombudspersons are here to help students with the following procedures:

- **Complaints Concerning Faculty/Staff Actions**
- **Discrimination/Harassment Complaints**
- **Petition for Policy Waiver (late add/drops or refunds)**
- **Grade Appeals**

AMES-HUNZIKER CENTER

Shari McLean-Merten	sbmcleanmerten@dmacc.edu	(515) 663-6708
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ANKENY

Sheila Aukes	sraukes@dmacc.edu	(515) 964-6294
Michelle Vaccaro	mmvaccaro@dmacc.edu	(515) 965-7153
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Thomas Tweedy	tntweedy@dmacc.edu	(515) 964-6846
Jeremy Austin	jcaustin@dmacc.edu	(515) 964-6556

(nights and weekends only)

BOONE

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CARROLL

Karen Friedlein	klfriedlein@dmacc.edu	(712) 792-8507
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NEWTON

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Jody Stiles	jlstiles@dmacc.edu	(641) 791-1722

URBAN

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WEST

Heidi Heilskov	haheilskov@dmacc.edu	(515) 633-2405
Jim Koopman	jekoopman@dmacc.edu	(515) 633-2412

SUCCESS CENTER

Heather Knute	haknute@dmacc.edu	(515) 287-8721
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ONLINE

Keith Knowles	kaknowles@dmacc.edu	(515) 964-6404
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Student Responsibilities & Rights

(Educational Services Procedure 4615 & 4630)

DMACC offers each student the freedom to learn and the freedom to enjoy community College life in an orderly and lawful manner. In return, DMACC expects every student to assume the obligations and responsibilities that accompany those freedoms. By voluntary enrollment at DMACC, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of DMACC in its educational functions and processes. Violations of these responsibilities may result in sanctions that can include expulsion from the institution.

Students at Des Moines Area Community College are guaranteed those rights and freedoms contained in the constitutions and laws of the United States and the State of Iowa, consistent with quasi-judicial decisions pertaining to educational bodies. More particularly, students are guaranteed their constitutional right to due process. Due process is the procedure that grants persons the right to address College actions as outlined below.

All DMACC students have the right to be evaluated in the classroom on the basis of satisfactory progress, academic achievement and fulfillment of educational requirements, with freedom of expression protected and respected. All DMACC students have the right to obtain clear statements of their academic obligations and responsibilities. A student will have the right to appeal through the established College procedures any action brought or taken by the College against the student that can reasonably be expected to affect the student's status within the College.

Satisfactory Academic Progress

(Educational Services Procedure 4560)

Students who have attempted 12 or more credits with any of the grades listed (except "I") in Procedure ES 4552 at Des Moines Area Community College are subject to the following academic progress standards:

1. Satisfactory academic progress is indicated by a cumulative grade point average (GPA) of 2.00 or higher.
2. Guidelines for placing a student on "ACADEMIC PROBATION":
 - a. A student whose cumulative GPA falls below 2.00 at the end of any term will be placed on ACADEMIC PROBATION for the next term of enrollment.
 - b. A student on ACADEMIC PROBATION who is assigned more than one grade of C- or less at progress report time will be restricted from registering for future credit course work until he/she has developed an Educational Achievement Plan with a counselor/advisor and obtained the appropriate signatures.
 - c. A student on ACADEMIC PROBATION will return to a status of "good academic standing" when his/her cumulative GPA is raised to 2.00 or higher.
 - d. A student on ACADEMIC PROBATION will continue on probationary status if his/her term GPA for the term following his/her placement on probation is 2.00 or higher but the cumulative GPA remains below 2.00. This rule will also apply for subsequent terms of enrollment.
3. Guidelines for placing a student on "CONDITIONAL ENROLLMENT":
 - a. A student on probation who earns a term GPA of less than 2.00 will be placed on CONDITIONAL ENROLLMENT for the following term of enrollment.
 - b. If the student is registered for the following term and is placed on CONDITIONAL ENROLLMENT for that term, he/she will be required to meet with a counselor/advisor no later than the fifth day of the CONDITIONAL ENROLLMENT term to review his/her course selections. Failure to comply will result in canceled classes.
 - c. If the student placed on CONDITIONAL ENROLLMENT is not yet registered for the next term, he or she must meet with a counselor/advisor prior to registering for any credit course work.
 - d. A student on CONDITIONAL ENROLLMENT who is assigned more than one grade of a C- or less at progress report time will not be allowed to register for the following term until his/her current-term final grades are recorded.
 - e. A student on CONDITIONAL ENROLLMENT who earns a term GPA of 2.00 or higher but whose cumulative GPA remains below a 2.00 will be placed on ACADEMIC PROBATION.

- f. A student on CONDITIONAL ENROLLMENT who earns a term GPA and a cumulative GPA of 2.00 or higher will be placed in good standing.
- 4. Guidelines for placing a student on "ACADEMIC SUSPENSION": A student on CONDITIONAL ENROLLMENT who earns a term GPA of less than 2.00 will be placed on ACADEMIC SUSPENSION and will not be allowed to enroll in credit course work for a period of one semester (or one Summer term plus one semester in the case of a suspension at the end of the Spring semester).
- 5. Guidelines for re-enrollment of SUSPENDED students
 - a. After nonenrollment for a minimum of one semester, as defined above in 'Guidelines for placing a student on "Academic Suspension,"' a student on ACADEMIC SUSPENSION may apply for re-enrollment.
 - b. In all instances, a reenrolled student will be placed on CONDITIONAL ENROLLMENT.
 - c. A student seeking re-enrollment must develop an Educational Achievement Plan with a counselor/advisor and obtain the appropriate approval signatures.
 - d. A student on Academic Suspension for a second or subsequent time may re-enroll only after receiving the written approval of the Director of Student Development.
 - e. Individual programs of study may impose additional re-enrollment requirements.
- 6. A student placed on ACADEMIC SUSPENSION may appeal that placement to the Director of Student Development before the start of classes. The appeal must be made in writing and must at a minimum explain the reasons for the past unsatisfactory academic performance and how the student proposes to improve his/her performance. The Director may grant or deny the appeal based on the written statement, or may choose to conduct a personal interview with the student or require the student to undergo counseling or academic assessment before making a decision. If the appeal is granted, the Director is authorized to impose reasonable restrictions on the student's subsequent enrollment.
- 7. Establishing additional Academic Progress Standards: No program of study at Des Moines Area Community College may establish academic progress standards lower than those specified above. A program of study at Des Moines Area Community College may establish academic progress standards higher than those specified above, but such standards must first be recommended by the respective academic dean or campus executive dean, approved by the Academic Standards Commission and approved by the Senior Vice President, Academic Affairs.

Attendance & Enrollment

The Registrar's Office will notify faculty that preliminary rosters are available at the beginning of each term. Faculty are asked to check these rosters to identify any students who never attended class and report to the Registrar's Office via the Web Info System. Students who are reported as never attending will be sent an email. Students will be administratively dropped from the classes in which they were reported as nonattending. If students wish to re-enroll, they must first obtain an instructor's signature on a registration form and pay DMACC tuition and fees. The Financial Aid Office may adjust the financial aid of students who were administratively dropped.

When one-third of the term has passed (i.e., fifth week of a regular term; third week of a Summer term), faculty members will be asked to report students with grades less than 2.0 ("C-" or less) and report students who have stopped attending class.

The Financial Aid Office and Registrar's Office will notify students if low grades are reported or if they have reportedly stopped attending class(es). The Financial Aid Office will determine which students have quit attending all classes or have "unofficially withdrawn." If students have stopped attending **all** classes and receive financial aid, they will be withdrawn as of the most recent date of attendance or as of midterm if the date is unknown. Financial aid programs will be refunded accordingly. Any cash payments awarded to students may be repaid according to the federal repayment formula. The Financial Aid Office will notify the students of the amount to be repaid.

If students wish to re-enroll after an administrative withdrawal has taken place, they will need the written permission of instructor(s) and will need to pay tuition and fees in full.

The students will have the option to an appeal in writing to the Financial Aid Appeals Committee or the Petition for Policy Waiver Committee.

New Start

(Educational Services Procedure 4566)

The College will establish a New Start policy allowing students who have been absent from the College to request that previous grades no longer be calculated in the current cumulative grade point average.

All conditions of this procedure must be met and cannot be waived. Determination of eligibility will be made by the Registrar based on the requirements below. The decision of the Registrar is final and cannot be appealed. New Start may be granted only once to a student. It is the responsibility of the student to consult with the Office of Financial Aid to determine the effect of New Start on the individual's financial aid.

To be eligible to request New Start, students must:

1. Be absent from the College for at least 5 consecutive years (60 months).
2. Be readmitted.
3. Meet with a Counselor/Advisor to determine eligibility and complete the petition for New Start.
4. Have not earned a postsecondary award from DMACC.
5. Initiate New Start prior to or after completion of the first 12 institutional credits after re-enrollment.
 - a. The credits must have been completed with a cumulative GPA of 2.5 or higher.
 - b. All courses must have been completed with a "C" or higher.
 - c. Must have completed 100% of the attempted credits (no withdrawals or incompletes).
 - d. College preparatory and skill-building courses will not count toward the 12 institutional credits needed to initiate New Start.

If New Start is granted:

1. A maximum of two full consecutive semesters/quarters may be forgiven. All courses and credits that were taken during chosen terms will be removed from grade point average calculation and may not be used for any purpose regardless of the grade earned in individual courses.
2. Unsatisfactory grades awarded as a result of academic misconduct will not be forgiven.
3. Forgiven grades will remain on the transcript but will be excluded from the grade point average calculation. A notation of # will signify the New Start has been applied.

Commencement Ceremony

(Educational Services Procedure 4591)

In honor of its graduates, DMACC will present a public commencement ceremony.

Commencement ceremonies will be held annually in the spring. 1) Ankeny, Newton, Urban and West Campuses will hold a joint commencement ceremony. 2) Boone and Carroll will each hold individual ceremonies. 3) Attendance at the commencement ceremony is not mandatory. 4) There is no commencement participation fee.

Participants in the annual commencement ceremony will include fall graduates and candidates for spring and summer graduation. Students must apply for graduation by the deadline as designated by the graduation office to be eligible to participate in the ceremony.

Unless an exception is granted by the Registrar, students may only participate in the ceremony for the academic year they completed their requirements.

Commencement regalia shall consist of a DMACC issued cap and gown. If earned, DMACC honor cords and Phi Theta Kappa stoles may be worn at the ceremony. Any additional adornments are prohibited.

The College will produce a commencement bulletin citing fall graduates and candidates for spring and summer graduation. 1) Academic program honors will be noted in the commencement bulletin based on the student's academic program GPA at the completion of fall semester. 2) The commencement bulletin is not an official document and does not guarantee graduation or the awarding of final program honors. 3) Students who do not meet the application deadline as set by the Registrar will not be listed in the commencement bulletin.

Graduation/Award Conferral

(Educational Services Procedure 4592)

The student must meet the College's graduation requirements to be awarded a degree, diploma or certificate.

- A. Candidates for graduation must complete an application for every academic award they plan to receive. Application deadlines established by the Registrar are published on the DMACC website, in the College catalog, and in the student handbook. Conferral dates will be at the end of Fall semester, Spring semester, or Summer term. It is the responsibility of the student to know and to observe the requirements of their curriculum and the rules governing academic work.
- B. Students must satisfy all requirements, including program credit totals, in effect at the time of enrollment in their program. These requirements must be completed within five years of the first term of program enrollment.
 1. If program requirements are not satisfied within five years of the first term of program enrollment, students must complete the program requirements effective at the time of their program completion.
 - a. If a student has completed all program requirements more than five years prior to the term for which they have applied for graduation, the program chair and Registrar will evaluate the prior course work to determine if the course work will meet current program competencies and requirements.
 - b. If an award conferral is approved, the conferral date will be reflective to the term for which the application for graduation was submitted.
 2. Students may always opt to follow current program requirements. Students who are currently completing program requirements when program curriculum changes may opt to follow the new academic program requirements.
 3. Students must earn a minimum program cumulative 2.0 grade point average for all courses applicable to their program.
 - a. Certain programs may require minimum grades in specific courses.
 - b. Certain programs may require a higher program cumulative grade point average.
 4. A minimum of 1/3 of semester credit hours applicable to the award being conferred must be completed at Des Moines Area Community College.
 5. Students must complete the final 10 semester credit hours of their program at Des Moines Area Community College or petition the Registrar for an exception.
 6. Candidates for graduation who earn a cumulative grade point average of at least 3.50 in course work applicable to their program of study will graduate with program honors. Program honors are listed on a student's transcript.
 7. Adjustments may be made where program curriculum has changed, courses are no longer available or where a credit shortage exists due to transfer credit. It is the responsibility of the student to know and to observe the requirements of the curriculum and the rules governing academic work.
- C. If students have completed all required program courses five years or more prior to submission of an application for graduation for an award other than Liberal Arts Associate in Arts, Liberal Arts Associate in Science or an Associate in General Studies, a meeting is required with the program chair to determine if prior course work will meet current program competencies and requirements.
 1. The "Request for Late Application Award Conferral" form must be completed by the Program Chairperson and submitted to the Provost/Academic Dean and Registrar.
 2. If an award conferral is approved, the conferral date will be reflective of the term for which the application for graduation was most recently submitted.
 3. If the request is denied, the Program Chairperson will send written notification of the decision to the student and send a copy to the Registrar for inclusion in the student's record.
- D. Diplomas or a notification that program requirements have not been satisfied will be mailed to the student approximately four to six weeks after final grades have been posted.
 1. All student academic records, including academic awards, will not be released if the student has an unpaid debt to the College.
 2. Students who do not satisfy program requirements must submit a new graduation application indicating the term they will complete the program.

Discrimination/Harassment

(Educational Services Procedure 4645)

A College student who believes that College policies or procedures on equal opportunity in employment or education have been violated, resulting in discriminatory treatment on the basis of race, color, national origin, creed, religion, gender, sexual orientation, age, disability or to the extent covered by law, veteran status, may file a formal complaint through the College Discrimination Complaint Procedure for Students. Harassment that is based upon the aforementioned categories is a form of discrimination. Subjecting a person to coercion or retaliation for filing a complaint or providing information regarding a complaint is prohibited. This is a companion procedure to HR 3005.

HARASSMENT

- A. Harassment is verbal or physical conduct or graphic display that is offensive or shows malice toward an individual because of his/her race, color, creed, religion, gender, sexual orientation, national origin, age, disability or, to the extent covered by law, veteran status. Examples of prohibited behavior include:
 - 1. Abuse that diminishes the dignity of an individual through insulting or degrading remarks or conduct such as racial or ethnic slurs, written or graphic material that shows malice or ridicule toward an individual or group, jokes that are demeaning to a racial or religious group or to a particular nationality or to one's gender.
 - 2. Threats, demands or suggestions that an employee's work status, a student's academic progress or an applicant's employment opportunity is contingent upon his/her toleration of or acquiescence to harassment.
- B. Sexual Harassment
Sexual harassment is a form of harassment that is based upon an individual's gender. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of status as an employee, a student or an applicant for employment; OR
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's work status, academic progress or employment opportunities; OR
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work status, academic progress or employment opportunities or creating an intimidating, hostile or offensive working or academic environment.

COMPLAINT PROCEDURES

- A. Discrimination Complaint forms may be obtained from the Ombudsperson, Judicial Officer or from campus Deans/Provosts' offices.
- B. Discrimination Complaint Procedure
 - 1. Step 1:
 - a. The complainant shall submit a Discrimination Complaint Form for Students within 15 working days of the day the complainant became aware of, or should have become aware of, the discrimination issue through the reasonable exercise of diligence. In no instance may this be later than 180 days from the date of the alleged discriminatory treatment.
 - b. Complaint forms shall be submitted to the appropriate Dean or Provost, unless the recipient is named in the allegations, in which case the recipient shall be the next higher level authority:
 - c. The Dean or Provost may elect to meet with the complainant if additional information is needed. The Dean or Provost shall review the complaint with the next higher level of authority and issue a written response as soon as a reasonable investigation can be concluded but no longer than 45 calendar days from the receipt of the complaint.
 - 2. Step 2:
 - a. If the complainant is not satisfied with the response received at Step 1, s/he may submit the Discrimination Complaint Form to the Judicial Officer within five working days from receipt of the Step 1 response.

- b. The Judicial Officer shall meet with the complainant and any other parties deemed appropriate. The Officer shall review the complaint with the Executive Dean, Student Services, and issue a written response within 10 working days from receipt of the complaint at Step 2. Findings shall be reported to the Affirmative Action Officer.
- 3. Step 3:
 - a. If the complainant is not satisfied with the response received at Step 2, s/he may submit the Discrimination Complaint form to the Executive Vice President, Academic Affairs, within five working days from receipt of the Step 2 response. The Executive Vice President, Academic Affairs, or designee, may meet with the complainant or any other parties deemed appropriate. A written response shall be issued within 10 working days from receipt of the complaint at Step 3.
- 4. Step 4:
 - a. If the complainant is not satisfied with the response received at Step 3, s/he may submit the Discrimination Complaint form to the President within five working days from receipt of the Step 3 response. The President, or designee, may meet with the complainant or any other parties deemed appropriate. A final written decision shall be issued within 10 working days from receipt of the complaint at Step 4.
- C. Harassment Complaints
 - 1. If an individual believes s/he is being harassed on the basis of a protected status (e.g., sex, race, etc.), s/he should make his/her objections known to the alleged harasser. If this fails to stop the objectionable behavior, or if the individual is not comfortable confronting the alleged harasser, s/he should immediately bring the matter to the attention of the employee's current supervisor, a College administrator, Ombudsperson or the Judicial Officer.
 - 2. Harassment complaints may be filed formally (in writing on the Discrimination Complaint Form for Students) or informally (verbally). If an individual elects not to file a formal complaint, the College shall still be obligated to investigate the individual's allegations.
 - 3. Arrangements shall be made if the complainant wishes to speak specifically to a male or female investigator.
- D. All reported complaints shall be investigated.
 - 1. Investigators shall maintain the role of a neutral in the investigation process.
 - 2. Investigations shall be conducted in a thorough and objective manner to determine the facts. Investigations may involve the collection of data/evidence from third parties and witnesses.
- E. Information related to a complaint shall be kept confidential to the maximum extent possible. Selected information, including the name of the reporting party, may be disclosed as deemed necessary by the person in charge of the investigation.
- F. Time limits may be extended by written mutual agreement of the parties. If a complainant fails to proceed to the next step within the prescribed time limits, the complaint shall be considered closed based upon the last response. If the administration fails to respond within the prescribed time limits, the complainant may proceed to the next step.
- G. The College expressly prohibits the intentional filing of a false discrimination claim. An intentional false claim is different from a claim where the conclusion is unfounded or of no eventual determination. Filing of a false discrimination claim may result in sanctions according to Student Conduct, Discipline and Appeals, ES 4630.

For the Discrimination Complaint Procedure (ES 4645), visit
www.dmacc.edu/handbook/polprocedures/es4645.pdf.

Confidentiality of Student Records/FERPA

(Educational Services Procedure 4600)

The College will comply with the Family Educational Rights and Privacy Act (FERPA) as mandated by the U.S. Congress, as it pertains to student records.

A student has the right to inspect and review his/her educational records. The Student Records Office at DMACC has been designated by the institution to coordinate the inspection and review of such records. A student must make a written request to the Student Records Office. Only records covered by the Act will be made available

within 45 days of the receipt of the written request. Educational records do not include: records of instructional, administrative and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the Security Office; student health records; employment records; and alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

A student has the right to request and receive a response that explains or interprets his/her educational records.

A student may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case DMACC will permit access only to that part of the record that pertains to the inquiring student.

DMACC will not permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their educational records contain information that is inaccurate, is misleading or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar. The Registrar may agree to amend appropriate records. If not, the student will be notified within a reasonable period of time that the records will not be amended and will be informed by the Registrar of his/her right to a formal hearing.

Requests for a formal hearing must be made in writing to the Executive Dean of Student Services, who, within a reasonable period of time after receiving such written requests, will inform the student of the date, place and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys at the student's expense. The hearing panels, which will adjudicate such challenges, will contain five members from the staff of DMACC appointed by the Executive Dean of Student Services, who will ensure that the panel members have no vested interest in the outcome of the hearing.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered in writing to all parties concerned. If the decision is in favor of the student, the education records will be corrected or amended in accordance with the decision of the hearing panel. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements, setting forth any reasons for disagreeing with the decision of the hearing panel. The statements will be placed in the education records and released whenever the records in question are disclosed.

A student who believes that the adjudication of his/her challenge was unfair, or not in keeping with the provisions of the Act, may request in writing assistance from the Executive Vice President of Academic Affairs. Further, students who believe their rights have been abridged may file complaints with the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901, concerning the alleged failure of DMACC to comply with the Act.

A student who wishes to have information about his/her educational record released or exchanged may 1) sign an Authorization for Release/Exchange of Information Form in the Registrar's Office; 2) sign a comparable form, which may be provided in certain circumstances by the appropriate DMACC employee.

At its discretion, DMACC may release Directory Information in accordance with provisions of the Act. DMACC considers the following items to be Directory Information: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, previous educational agencies or institutions attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, email address and photograph (DMACC Student ID Card).

Students may withhold Directory Information by notifying the Registrar's Office in writing within the first two calendar weeks of any semester. (See Notification of Retention of Directory Information Form ES 4600.)

Requests for nondisclosure will be honored by the institution for only one calendar year after the date of the written request; therefore, authorization to withhold Directory Information must be filed annually in the Registrar's Office.

College officials who have access to student records in the course of performing their professional responsibilities shall not be permitted to release the record to persons outside the College, unless authorized in writing by the student or unless one of the following exceptions applies: 1) Records may be shared with school officials with “legitimate educational interests” defined as needing access to an educational record in order to fulfill his or her professional responsibilities. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including security personnel and the campus nurse); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; members of an external accreditation committee; an employee at a high school where a DMACC student is also currently enrolled; an employee of a state/federal approving agency (including, but not limited to Department of Homeland Security and Student and Exchange Visitor Information System [SEVIS]); or a student serving on an official committee, such as the Petition for Policy Waiver Committee, College Review Board or College Judicial Hearing Board, or assisting another school official in performing his or her tasks; 2) Other schools to which a student is transferring; 3) Appropriate parties in connection with financial aid to a student; 4) Organizations conducting certain studies for or on behalf of the school; 5) To comply with a judicial order or lawfully issued subpoena; and 6) Appropriate officials and/or student’s emergency contact in cases of health and safety emergencies.

DMACC will maintain a record of access to a student’s education records. This record is accessible only to the student and the staff in the Registrar’s Office or as provided for in the Act. The record of access to educational records will not include references to personnel at DMACC or others who have a legitimate educational interest.

A student may request and receive copies of all or part of his/her educational records, with certain exceptions. For example, a student may not receive a copy of academic records for which a financial “hold” exists or a copy of a transcript from another institution. There will be a fee of \$0.10 per sheet for records that are copied.

Advisors for Students in Academic or Disciplinary Hearings

(Educational Services Procedure 4625)

Students who have been charged with violations of the academic or disciplinary policies may have up to two advisors (including legal counsel) present during a hearing. The advisor(s) may be a parent, legal counsel, friend or other individual of the student’s choosing, but may not be the student’s academic advisor or a Campus Ombudsperson. The student must sign an authorization for release of information giving the advisor(s) permission to hear the testimony and have access to written documentation discussed at the hearing that is normally a confidential part of the student’s educational record.

Des Moines Area Community College will make this procedure available to advisor(s) of students charged with violations of the academic or disciplinary procedures of the College so that the roles and purposes of these proceedings will be clear to all participants.

The hearings conducted by the College Review Board and College Judicial Hearing Board are not quasi-judicial proceedings. Therefore, advisor(s) may be present (at the student’s expense) to advise the student, but may not actively participate by questioning witnesses, cross-examining witnesses or other participants, or formally addressing the hearing board. The role of the advisor(s) is to advise the student and assist the student in performing such questioning. The chairperson of the College Review Board or College Judicial Hearing Board will determine whether offered evidence is admissible.

Students who are involved in these hearings are provided with the complete policy and procedure statement of the College and should provide their advisor(s) with this information. An Ombudsperson is available on each campus for additional assistance. (See ES 4620 Ombudsperson Responsibilities Procedure.)

Ombudsperson Responsibilities

(Educational Services Procedure 4620)

The Campus Ombudsperson is an individual employed by the College to work with the students and instructors to provide information and support regarding institutional policies and procedures such as ES 4640 Student Complaints Concerning Faculty/Staff Actions, ES 4645 Discrimination Complaint Procedure for Students, ES 4650 Petition for Policy Waiver, and ES 4660 Appeal of Final Grade Procedure. The Ombudsperson seeks to maintain confidentiality, neutrality and independence. The Campus Ombudsperson is appointed by the administrator in charge of student services at each campus. A list of Ombudspersons and their contact information can be found on page 36.

Students and instructors seeking advice about the above policies and procedures are to be referred to the Campus Ombudsperson. It is the responsibility of the Campus Ombudsperson to explain relevant College policies, procedures and problem-solving alternatives. The Ombudsperson can also serve as an impartial and objective listener to help students and instructors evaluate problems and decide what action they want to take.

The Ombudsperson can gather information about a complaint in order to generate options for resolution. If a student decides to file an appeal, the Ombudsperson can provide suggestions on how to prepare and can review documentation for completeness. The Campus Ombudsperson cannot provide legal advice, render judgments, make decisions on complaints or represent students or instructors in formal hearings. The Ombudsperson from the respective campus may attend the College Review Board meeting as an observer only to provide clarification of the proceedings to the student.

Appeal of Final Grades & College Review Board

(Educational Services Procedure 4660 & 4680)

The purpose of the Appeal Process for Final Grades is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic authority of the instructor. This procedure recognizes that every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious. Furthermore, instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students and applied equally. This procedure is not intended to deal with faculty misconduct; if misconduct is alleged, refer to procedure ES 4640.

- A. Assigning of final grades is the responsibility of the faculty member teaching the course. The faculty member is the person best qualified to judge the academic progress of the student enrolled in that course.
- B. When a student believes he or she has received an incorrect final course grade, the student will first collect information about the course requirements to help in making an informed decision. Those sources of information will include 1) the course syllabus for the course objectives and instructor's grading system and 2) a preliminary discussion with the instructor. Grade disputes can be resolved when the errors are computational, computer errors, misunderstandings in completion of assignments or other easily resolved issues. This is an INFORMAL STEP in the process. Only if the instructor is no longer working at the College or is otherwise unavailable may the student proceed to appeal the final grade without discussing the matter with the instructor.
- C. Students are to work with the Ombudsperson (See ES 4620) in working through the appeal process. The Ombudsperson assures that the student's rights and procedures are understood by the student. The Ombudsperson may also serve as a resource for faculty. The Ombudsperson's signature is required on the form.
- D. A student may submit a formal grade appeal when he/she believes that a final grade is unfair, arbitrary or capricious. However, the student bears the burden of providing verifiable evidence that there are sufficient grounds for changing a grade. The form must be submitted to the instructor within the first three (3) weeks of the next College term (an equivalent exception will be allowed for nonregularly reported grades).
- E. To initiate an appeal, a student must complete the Appeal of Final Course Grade Form (Final Course Grade Appeal Form—ES 4660), which will include a detailed description of all relevant information and documentation in support of the appeal and the remedy sought. The form must be submitted to the instructor within the first three (3) weeks of the next College term (an equivalent exception will be allowed for nonregularly reported grades). The instructor will discuss the appeal with the student within five (5) full College class days following receipt of the appeal form; response to STEP ONE on the appeal form will be made to the student within five (5) full College class days of date of this meeting. The original copy of the appeal form will be returned to the student.
- F. If resolution of the appeal cannot be made with the instructor, the student may submit the original copy of the appeal to the chairperson/group leader/director within five (5) full College class days of notification of the instructor's decision. The chairperson/group leader/director will discuss the appeal with the student and instructor within five (5) full College class days following receipt of the appeal form; response to STEP TWO on the appeal form will be made to the student within five (5) full College days of the date of this meeting. The original copy of the appeal form will be returned to the student.
- G. If resolution of the appeal cannot be made with the chairperson/group leader/director, the student may submit the original copy of the appeal to the academic dean/provost within five (5) full College class days of

notification of the chairperson/group leader/director's decision. The academic dean/provost will discuss the appeal with the student, instructor and chairperson/group leader/director within five (5) full College class days following receipt of the appeal form, and response to STEP THREE on the appeal form will be made to the student within five (5) full College days of the date of this meeting. The original copy of the appeal form will be returned to the student.

- H. If resolution of the appeal cannot be made with the academic dean/provost, the student may submit the original copy of the appeal to the Chairperson of College Review Board within five (5) full College days of notification of the academic dean's/provost's decision. The academic dean/provost will inform the student of this right. The academic dean/provost will also certify to the Chairperson of the College Review Board that the steps in the grade appeal have been fulfilled and will forward a copy of all actions taken up to this point in the appeals process. The hearing will be held within five (5) full College class days of receipt of the student's original appeal form, and response to STEP FOUR on the appeal form will be made to the student within five (5) full College days of the date of this meeting.
- I. The College Review Board will reach one of the following decisions:
 - 1. The College Review Board may reach a resolution that is mutually acceptable to the student and the instructor who issued the grade or sanction. Should the acceptable conciliation involve a grade change, the instructor will submit a change of grade form.
 - 2. The College Review Board may determine that it would be unjust to allow the original grade or sanction to stand. The new grade may be higher than, the same as or lower than the original grade. The Chairperson of the College Review Board and three members from the College Review Board will sign and submit the change of grade form to the Registrar.
 - 3. The College Review Board may determine that the original grade or sanction stands.
- J. Decisions reached and implemented by the College Review Board are final and binding on all parties.
- K. The instructor and student will be advised in writing of the College Review Board decision.
- L. Under no circumstance may persons other than the original faculty member or the College Review Board change a grade.
- M. The original copy of the appeal form will be returned to the student.
- N. If any timelines are not met by College personnel, the appeal automatically goes to the next higher level. If timelines are not met by the student, the appeal process is cancelled.
- O. College Review Board Procedures:
 - 1. The College Review Board shall hear and receive evidence regarding the appeal of final grades. The College Review Board shall hear all testimony relevant to the appeal. The College Review Board has the final authority to make determinations regarding the appeal of final grades.
 - 2. Throughout the process, the student must consult with the Campus Ombudsperson. The role of the Ombudsperson is defined in ES 4620 Ombudsperson Responsibilities.
 - 3. The College Review Board will be comprised of the following voting members: the Chairperson of the College Review Board, as appointed by the Executive Vice President of Academic Affairs or his/her designee; one student representative from each campus appointed by the Student Activities Council President and approved by the Student Activities Council (SAC); one faculty/staff member from each campus as appointed by the Provost or his/her designee for each respective campus from a preselected trained pool, and approved by the Executive Vice President of Academic Affairs or his/her designee for the Ankeny Campus; and the appropriate Campus Ombudsperson, who will serve as an ex-officio member.
 - 4. A quorum shall consist of seven (7) members of which two shall be students and two shall be faculty/staff. The Chairperson shall vote only in the event of a tie.
 - 5. In the event that the SAC president has not appointed student members, the Campus Coordinator of Student Activities may appoint the student representative.
 - 6. The Chairperson will appoint a substitute for any member when a conflict of interest disqualifies the board member from participating. A conflict of interest exists when a member of the College Review Board is a complaining or defending party to the incident involved or in any other way has a vested interest in the outcome of the hearing.

7. The student has the following rights at a hearing: (1) to present his or her side of the story, (2) to present witnesses and evidence on his or her behalf, (3) to ask questions of witnesses presenting evidence against the student, and (4) to be accompanied by up to two advisors (at the student's expense) as defined in ES 4625 Advisors for Students in Academic or Disciplinary Hearings.
8. During deliberation, only voting members, the Chairperson and the Campus Ombudsperson may attend.
9. The College Review Board will reach one of the following decisions:
 - a. The College Review Board may reach a resolution that is mutually acceptable to the student and the instructor who issued the grade. Should the acceptable conciliation involve a grade change, the instructor will submit a change of grade form.
 - b. Based on information presented in the hearing, the College Review Board may determine that a change of grade is warranted. The new grade may be higher than, the same as or lower than the original grade. The College Review Board may request that the instructor submit a change of grade form. If the instructor is absent or unwilling to submit the change of grade form, then the Chairperson and three board members will sign and submit the change of grade form to the Registrar.
 - c. The College Review Board may determine that the original grade stands.
- P. Decisions reached and implemented by the College Review Board are final and binding on all parties.
- Q. The instructor and student will be advised in writing of the College Review Board decision.
- R. As an outcome of the College Review Board hearing, under no circumstances may an individual other than the original faculty member or the College Review Board change a grade.
- S. The original copy of the appeal form will be returned to the student.
- T. If any timelines are not met by College personnel, the appeal automatically goes to the next higher level. If timelines are not met by the student, the appeal process is canceled.

Student Conduct, Discipline & Appeals

(Educational Services Procedure 4630)

STATEMENT OF GENERAL EXPECTATIONS

All students (any person enrolled in credit or noncredit courses) are expected and required to obey College policies, rules and regulations and not violate municipal, county, state or federal law. In addition, all students are expected to conduct themselves in such a manner as to show respect for properly constituted authority, exhibit and maintain integrity and honor in all matters related to the College and not interfere with or disrupt the orderly educational processes of the College.

JURISDICTION OF THE DMACC STUDENT CONDUCT POLICY

The Student Conduct, Discipline and Appeals Procedure applies to conduct that occurs on DMACC College Property, at DMACC-sponsored activities (including study abroad programs), at clinical sites, attendance centers, or any College facility, and off-campus conduct that adversely affects the DMACC community and/or the pursuit of its educational mission. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of the degree or certificate. This includes conduct that may occur before classes begin, or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Conduct Policy shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Judicial Officer shall decide whether the Student Conduct Policy shall be applied to conduct occurring off-campus, on a case-by-case basis.

STUDENT CODE OF CONDUCT

Students are expected to comply with all Board and Administrative Policies. The following student conduct may be grounds for discipline or suspension in accordance with these procedures. This is not an exhaustive list of all the behavior that may be subject to disciplinary sanctions.

- A. Disruption of the orderly process and educational atmosphere of the College, both in the classroom and on all College property, including, but not limited to: Interfering with instructors' ability to teach or students' ability to learn, refusal to comply with faculty or staff direction regarding vocal or physical behavior, unauthorized entry into, obstruction of or occupation of any room, building or area of the College.

- B. Acting or failing to act in a manner that causes concern for the health and safety of oneself or others.
- C. Assaulting; threatening; verbally or physically abusing; or any conduct that threatens or endangers the health or safety of any person.
- D. Misusing or misappropriating College property or private property on campus or at off-campus College activities, including, but not limited to, theft or attempted theft, burglary, possession of stolen property and destruction, damage, defacement or mutilation of property belonging to or in the custody of the College or member of the College community or cooperating agencies.
- E. Using, possessing, misusing or being under the influence of any alcoholic beverage or other intoxicating beverage on College property or at College-sponsored functions except as authorized by College regulations or College authority.
- F. Manufacturing, processing, selling, delivering, providing, using, purchasing, misusing or possessing any narcotic drug, marijuana or other addictive, dangerous or controlled substance, on College property or at College-sponsored functions. Drug paraphernalia is also prohibited.
- G. Possession of a weapon or firearm on campus is prohibited. Weapons include, but are not limited to: knives with a blade exceeding five inches in length, guns, firearms, BB guns, tazers, explosives, fireworks or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.). A weapon may also include an object designed for use or used in a manner to inflict harm or threaten harm to a human being or animal. Current or retired licensed law enforcement professionals with a current permit may carry concealed weapons while on campus; this does not apply to current or retired military personnel.
- H. Engaging in a false alarm of a fire, bomb threat or other catastrophe by verbally reporting one or by tampering with the alarm system or safety equipment. Engaging in the intentional setting of fires or explosions within College buildings or on the campus without proper authority. Threatening to place or attempting to place any incendiary or explosive device or material in or about the College premises or at the site of a College-sponsored activity.
- I. Engaging in forgery, alteration or misuse of any College records or documents, College keys or keycards, or student or staff identification cards.
- J. Failing to identify oneself by name and/or to comply with a proper order of any faculty member or other College official, properly identified (by stating his or her name and title if requested by a student) and acting within the scope of his or her authority.
- K. Disrupting the orderly processes of the College, or obstructing or denying access to services or facilities by those entitled to use such services or facilities. Interfering with the lawful rights of other persons on the campus. Inciting others to do any of the above.
- L. Technology Misconduct defined by the Technology Usage Policy (IT 6100), including, but not limited to the following:
 1. Disrupting access of other students, faculty or staff members to College computers and other technology resources.
 2. Obtaining and/or gaining unauthorized access to College computer systems or an account assigned to another person that may include the use of another individual's identification, account, personal identification number (PIN) or other password.
 3. Using an account belonging to another student, faculty, staff, department or organization for other than its intended purpose without permission from the owner.
 4. Using technological equipment to interfere with the lawful rights of others by such activities as falsifying or altering records or software, creating fraudulent documents, damaging programs belonging to the College or another individual.
 5. Sending harassing, threatening or sexually explicit material to another individual.
 6. Violating license agreements, copyrights or intellectual property rights including copyright, patents, etc., by copying, distributing, selling or publishing intellectual property.
 7. Permitting other persons—whether DMACC users or unauthorized users—to use a DMACC users' accounts, passwords or access codes.
 8. Theft of DMACC hardware or software.

9. Inappropriate or malicious use of technology resources including attempts to alter, erase, damage or intercept technological data or programs that are the property of DMACC or DMACC users.
10. Misuse of the College's computer systems during course registration as defined in the Registration Status Procedure ES4554.
- M. Operating a motor vehicle recklessly, so as to pose a threat to the safety of others, on campus or at College-sponsored activities off-campus. (The Campus Traffic Appeals Committee generally deals with other violations in this area.)
- N. Making noise in the vicinity of the College or College-sponsored activities, which disrupts the orderly, efficient and disciplined atmosphere of the College or College-sponsored activity.
- O. Engaging in willful misrepresentation of any material fact to faculty or College staff or to others about one's status or academic performance within the College or of the support, sponsorship or approval by the College of the services or activities of any person, group or organization. This includes knowingly submitting false information on College documents such as admissions applications or program materials.
- P. Disorderly, lewd, indecent or obscene conduct.
- Q. Any other willful or intentional conduct that seriously threatens (1) any educational process or other functions of the College, or (2) the health or safety of any member of the academic community.
- R. Illegal or unauthorized use of College property.
- S. Engaging in behavior that is discriminatory, including harassment of other students and staff, based on race, color, creed, gender, sexual orientation, national origin, religion, age, disability, or to the extent covered by law, veteran status; behavior of this nature will be investigated in accordance with the procedures set forth in the Discrimination Complaint Procedure for Students, ES 4645. Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature (HR 3005).
- T. Violation of any federal, state or local law.
- U. Academic Misconduct, as defined in the Academic Misconduct policy, ES 4670, including but not limited to the following:
 1. Engaging in any form of plagiarism, which is defined as the appropriation of and use of another person's writing and passing it off as the product of one's own efforts or copying any work and submitting it as original work.
 2. Falsifying with respect to any examination, paper, project, application, recommendation, transcript or test or by any dishonest means whatsoever, or by aiding or abetting another student to do so.
 3. Using materials or collaborating with another person (or persons) during a test or other assignments without authorization.
 4. Substituting for another student, or permitting another person to substitute for oneself, to take an examination, course or test or to provide the work for any assigned project.
 5. The acquisition of grades, academic credits, degrees, honors, awards, certification or professional endorsements by means of cheating.
 6. Failing to comply with the policies of the student's program or department stated in College publications.
- V. Violation of DMACC Student Housing Guidelines.
- W. Violation of any College policy, rule or regulation published in the College Catalog or the Student Handbook.

INVESTIGATION AND CHARGE PROCEDURES FOR ALLEGED VIOLATIONS OF STUDENT CONDUCT

- A. Any person may bring a complaint against a student under these procedures based on the student's alleged violation of one of the above regulations.
 1. All such complaints shall be made in writing on the Student Conduct/Discipline Report Form to the Provost/Dean or the Judicial Officer. The Provost/Dean or Judicial Officer shall investigate and review the complaint, determine whether an informal resolution is possible or whether formal charges should be instituted.
 2. Following the period of investigation, the Provost/Dean, in consultation with the Judicial Officer, shall determine if evidence exists for formal charges to be brought against a student for a violation of the Student Conduct Code.

- a. If the charges are of a minor nature (suspension is NOT warranted), the case will be heard in a disciplinary conference before the Provost/Dean or Judicial Officer.
 - b. If the charges are of a major nature (suspension is warranted), the case will be heard by the College Judicial Hearing Board. If expulsion is warranted, the case will be referred to the Office of the President.
 - c. If there is a lack of evidence or formal charges are not deemed necessary, an informal resolution may be sought. If an informal resolution is made, the student signs a letter by the Provost/Dean or Judicial Officer stating the terms of the resolution and indicating his/her consent to these terms.
3. If it is determined that formal charges should be brought, the Provost/Dean or Judicial Officer shall send to the student involved a Notice of Charge.
- B. The complainant may be asked to provide additional written or oral testimony and will have the right to be informed of the final outcome of the disciplinary process.

INTERIM ACTIONS

- A. Holds: The Provost/Dean, Judicial Officer or Executive Dean for Student Services may place a hold on the accused student's registration, transcripts, new awards of financial aid and/or other College records until the case is adjudicated when the following circumstances occur:
1. The student has failed to appear for a hearing with the Provost/Dean or Judicial Officer.
 2. The alleged conduct is such that, if true, may pose a threat of harm to persons or property.
- B. Disciplinary Removal: A faculty or staff member may enact immediate temporary removal of a student from a class, office, attendance center, clinical site or other DMACC-related facility for disciplinary reasons. These include, but are not limited to:
1. An attempt or threat by words or actions that causes concern for the health and safety of others.
 2. Possession, use, sale or purchase of illegal drugs on campus.
 3. Destruction or theft of College property or another person's personal property.
 4. Possession or use of intoxicating beverages on campus.
 5. Any activit(ies) causing a major disruption or disturbance.
 6. Possession on-campus of any object appearing to be a potentially lethal weapon unless approved in writing by the appropriate Provost.
 7. A violation of the student code of conduct.
 8. Ignoring a summons for a hearing.
- The faculty or staff member should complete a Student Conduct/Discipline Report Form documenting the incident and immediately notify the Provost/Dean or Judicial Officer of the disciplinary removal, who then will conduct an investigation pursuant to Investigation and Charge Procedures for Alleged Violations of Student Conduct.
- C. Interim Suspension: The Executive Dean for Student Services, Provost/Dean or Judicial Officer may take immediate interim action when the student's continued presence may constitute a significant danger to the student, others or College property by suspending the student from class(es), clinical site, attendance centers or any College facility; denying the student privileges and the ability to participate in activities and/or altering the status of a student for a violation of a provision of DMACC Student Code of Conduct and informing the student of such action and the procedures to be followed pursuant to Investigation and Charge Procedures for Alleged Violations of Student Conduct and Hearing Procedures for Alleged Violations of Student Conduct.
1. The alleged violation and removal must be immediately reported by the faculty/staff member in writing to the Provost/Dean or Executive Dean for Student Services, who will review the allegation, contact the Judicial Officer and then initiate disciplinary actions as set forth in these procedures.
 2. Appeal of Interim Suspension: The student will meet with the administrator who issued the interim suspension no longer than three (3) business days after the interim suspension was issued, who will take one of the following actions:
 - a. Dismiss the allegation; or
 - b. Proceed with formal hearing procedures as set forth in this policy.

3. Reinstatement: If the suspended student receives a favorable appeal or favorable hearing, the student shall be permitted to make up class work required for satisfactory completion of a course or courses begun prior to the beginning of the disciplinary process.

HEARING PROCEDURES FOR ALLEGED VIOLATIONS OF STUDENT CONDUCT

A. Disciplinary Conference Procedures

Alleged violations of a minor nature (do not warrant suspension) will be adjudicated in a disciplinary conference between the Provost/Dean or Judicial Officer and the student. No other witnesses will be present.

1. The Provost/Dean or Judicial Officer shall send to the student involved a Notice of Charge/Hearing.
 - a. The Notice of Charge/Hearing details the alleged violations of the student conduct code, a summary of the alleged misconduct, the student's rights, the time and date of a hearing and a copy of the Student Conduct, Discipline and Appeals Procedure ES 4630.
 - b. The Notice of Charge/Hearing shall be sent by registered mail to the student's last known address or delivered in person with receipt acknowledged in writing by the student.
 - c. If the student charged cannot appear at the time specified, the student must contact the Dean/Provost or Judicial Officer at least two (2) business days before the hearing is scheduled to arrange a different time for the hearing.
2. If the student has not contacted the Provost/Dean or Judicial Officer and/or does not appear at the hearing, the Provost/Dean or Judicial Officer may make a decision of responsibility or nonresponsibility and the sanction.
3. At the disciplinary conference, the Provost/Dean or Judicial Officer will review the charges, evidence and student's rights with the student. The student will have an opportunity to present any evidence or testimony on their behalf.
4. After reviewing the evidence and hearing from the student, the Provost/Dean or Judicial Officer will determine if the student is responsible or not responsible for the alleged violation.
5. Any student who is found to have violated a regulation governing student conduct will be subject to the following sanctions:
 - a. Reprimand. Written censure by the College. This written warning serves to remind the student that further violation of the student conduct code may result in more serious sanctions. Early Warning Referral and Student Action Report conferences are examples of sanctions of reprimand. A record of the disciplinary action is kept in the student's disciplinary file.
 - b. Restitution. Reimbursement for damage to or appropriation of Des Moines Area Community College property. Written notice will be sent to the student, requiring restitution when the student has damaged or misappropriated Des Moines Area Community College property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
 - c. Conduct Probation. A period of review during which the student must demonstrate his/her ability to comply with the Student Code of Conduct, all DMACC policies and other requirements stipulated for the probation period including limitation of activity or access to College facilities.
 - d. Educational Sanctions. A requirement to participate in a project, class, counseling or other College/community-sponsored activity that is relevant to the nature of the offense and appropriate for the violation at the student's expense.
6. The Provost/Dean or Judicial Officer's decision as to whether a student is responsible for a student conduct violation and the appropriate sanction, if any, will be sent to the student within five (5) business days by registered mail at the last known address provided by the student to the institution. This letter will include the reasoning by which the decision was reached. The action is effective upon the date the notification was written. A copy of the letter will be placed in the student's disciplinary file maintained by the Judicial Officer. Students have the right to appeal this decision as described in Appeal Procedures.

B. College Judicial Hearing Board Procedures

Alleged violations of a major nature (those that may warrant suspension) will be adjudicated by the College Judicial Hearing Board.

1. The Judicial Officer shall send to the student involved a Notice of Charge/Hearing.

- a. The Notice of Charge/Hearing details the alleged violations of the student conduct code, a summary of the alleged misconduct, names of any witnesses intended to be called at the hearing, the time and date of the hearing, the student's rights and a copy of the Student Conduct, Discipline and Appeals Procedure ES 4630.
- b. The Notice of Charge/Hearing shall be sent by registered mail to the student's last known address or delivered in person with receipt acknowledged in writing by the student.
- c. If the student charged cannot appear at the time specified, the student must contact the Judicial Officer at least two (2) business days before the hearing is scheduled to arrange a different time for the hearing.
2. If the student has not contacted the Judicial Officer and/or does not appear at the hearing, the College Judicial Review Board may make a decision of responsibility or nonresponsibility and the sanction.
3. The College Judicial Hearing Board will be comprised of five members (two faculty members, a student and two staff representatives). The board will hear all evidence in the case including witness testimony and documentation and make a decision as to whether the student is responsible or not responsible for the alleged violation and determine an appropriate sanction.
4. Each campus will have at least six trained members to serve on the College Judicial Hearing Board. Members will be appointed by the campus Provost and will serve for a term of three years.
5. One member of the College Judicial Review Board will serve as Chairperson and shall preside at the hearing; shall inform the student of the charge, the hearing procedures and his or her rights; and shall answer any questions the student charged may have on these matters.
6. The Judicial Officer may request that College personnel be present during a hearing without consultation with the student. Additionally, College personnel serving as witnesses may have their supervisors present during a hearing while testimony is being given.
7. The hearing will be recorded and a copy of the recording will be maintained for a period of five years. The recording will remain the property of the College.
8. The Chair shall call witnesses and ask the Provost/Dean or designee to provide an oral summary of the written testimony and witnesses in support of the student conduct violation. The student may then share information, which may include written testimony and witnesses in his or her behalf.
9. The student charged has the following rights at a hearing: Right to due process; Right to a hearing; Right to notice of allegations and summary of facts in the case; Right to have up to two advisor(s) present during the hearing; Right to attend the hearing and present on your behalf; Right to refuse to participate in the hearing; Right to present summary of case from their viewpoint; Right to present documentary, testimonial or physical evidence; Right to call witnesses who have a direct bearing on the case; Right to the College Judicial Hearing Board's decision based on the evidence presented at the hearing and evaluated by the standard of preponderance of the evidence; Right to be notified of the final decision of the hearing; Right to appeal the final decision.
10. The College Judicial Hearing Board Chairperson may exclude irrelevant, immaterial or unduly repetitive information.
11. Advisors for the student may assist the student with the preparation of the hearing, but may not actively participate by questioning witnesses, cross-examining witnesses or other participants or formally addressing the hearing participants as stated in Procedure ES 4625.
12. The College Judicial Hearing Board's decision based on the standard of preponderance of the evidence as to whether a student regulation was violated and the appropriate sanction, if any, will be sent within five (5) business days to the student by registered mail at the last known address provided to the College by the student. This letter will include the reasoning by which the decision was reached. The action is effective upon the date the notification was written. A copy of the letter will be placed in the student's disciplinary file maintained by the Judicial Officer.
13. Any student who is found to have violated a regulation governing student conduct will be subject to the following sanctions:
 - a. Reprimand. Written censure by the College. This written warning serves to remind the student that further violation of the student conduct code may result in more serious sanctions. A record of the disciplinary action is kept in the student's disciplinary file.

- b. Restitution. Reimbursement for damage to or appropriation of Des Moines Area Community College property. Written notice will be sent to the student requiring restitution when the student has damaged or misappropriated Des Moines Area Community College property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
- c. Conduct Probation. A period of review during which the student must demonstrate his/her ability to comply with all DMACC rules and regulations and other requirements stipulated for the probation period including limitation of activity or access to College facilities.
- d. Reenrollment Requirements: A requirement to meet with the Executive Dean of Student Services and a designated group of College personnel and/or provide appropriate documentation relevant to the violation to demonstrate the student's readiness to return to the College prior to reenrolling in courses at the institution. The College administrator will have the discretion to determine if the student can be reenrolled at the institution following the suspension period imposed by the College Judicial Hearing Board or if the suspension will be extended. A student may appeal this decision using the established procedures in Appeal Procedures.
- e. Educational Sanctions. A requirement to participate in a project, class, counseling or other College-/community-sponsored activity that is relevant to the nature of the offense and appropriate for the violation at the student's expense.
- f. Suspension or Termination of the Use of College Property, Resources or Activities. A student's use of College property or resources involved in the offense or a student's participation in activities associated with the offense, may be temporarily suspended or permanently terminated.
- g. Suspension from the College or Certain Courses for a Specified Period. Suspension can be from a class, specific number of classes, program or a campus. The privilege of readmission may depend on the fulfillment of certain conditions imposed by the College and/or the program. A suspended student may be prohibited from appearing on the campus, at attendance centers, at off-campus classes at cooperating agencies or any activity sponsored by the College.
- h. A recommendation for expulsion (see Expulsion below).

APPEAL PROCEDURES

- A. The student may appeal the decision of a Provost/Dean, Judicial Officer or College Judicial Hearing Board. Appeals by the student must be made in writing and delivered to the Senior Vice President of Academic Affairs (or designee) (Appellate Officer) within ten (10) business days of receiving the decision. The notice of appeal shall contain the student's name, the date of the decision or action and reasons for appeal. The following constitute reasons for an appeal:
 - 1. The student's due process rights were substantially violated in the hearing process.
 - 2. There was not substantial evidence to support the decisions reached.
 - 3. There is new material evidence that could not have been discovered at the time of the hearing.
 - 4. The sanctions imposed were too severe or not appropriate for the violation.
- B. Failure to appeal or comply with appeal procedures will render the original decision final. In the event of extenuating circumstances, an extension in time may be requested by submitting a written request to the Senior Vice President of Academic Affairs (or designee), stating good reasons for the request of additional time.
- C. Any sanction imposed as the result of a Disciplinary Conference or College Judicial Board Hearing will remain in effect during the process of appeal. The Appellate Officer has the authority, under extenuating circumstances, to defer the imposed sanction while the appeal is in process.
- D. The Appellate Officer shall review the case file and if available, the tape recording of the hearing. The Appellate Officer may then ask to meet with each party for a short oral summary of the arguments. The Appellate Officer may do one of the following: Affirm the original decision; Reverse the decision by finding no violation occurred; Remand the case for a new hearing; Remand the case for consideration of new evidence; Reduce the sanction.
- E. The Appellate Officer's decision and reasons for the decision will be delivered to the student and the Judicial Officer by registered mail to the student's last known address within five (5) business days of the receipt of the appeal.

F. The Appellate Officer's decision is the final decision of the College.

EXPULSION

The Executive Dean of Student Services or College Judicial Hearing Board may recommend expulsion to the Board of Directors. In that event, the College shall serve the student with Notice of Charges and schedule the matter for hearing before the Board of Directors.

DISCIPLINARY RECORDS

If disciplinary action is taken against a student under the procedures outlined above, and a sanction imposed, a record of the action including a copy of the Student Conduct/Discipline Report Form, Notice of Hearing Letter, and Decision will be placed in the student's disciplinary file maintained by the Judicial Officer.

If the student is suspended or expelled from DMACC, a notation will be placed on the student's transcript for the entire term of the student's suspension indicating that the student is suspended due to disciplinary action.

Disciplinary Proceedings Information For Victims Of Crime

According to federal law, upon written request, institutions must disclose to alleged victims of certain crimes the results of disciplinary proceedings conducted by the institution. For more information, visit www.dmacc.edu/studentconduct.

Academic Misconduct

(Educational Services Procedure 4670)

THE FOLLOWING ACTS BY STUDENTS ARE PROHIBITED:

1. Engaging in any form of plagiarism, which is defined as the appropriation of and use of another person's writing and passing it off as the product of one's own efforts, or copying any work and submitting it as original work.
2. Falsifying with respect to any examination, paper, project, application, recommendation, transcript or test, or by any dishonest means whatsoever, or by aiding or abetting another student to do so.
3. Using materials or collaborating with another person (or persons) during a test or other assignments without authorization.
4. Substituting for another student, or permitting another person to substitute for oneself, to take an examination, course or test, or to provide the work for any assigned project.
5. The acquisition of grades, academic credits, degrees, honors, awards, certification or professional endorsements by means of cheating.
6. Failing to comply with the policies of the student's program or department stated in College publications.

INVESTIGATION AND CHARGE PROCEDURE FOR ALLEGED VIOLATIONS OF ACADEMIC MISCONDUCT

An instructor who believes a student has violated the Academic Misconduct Policy should complete an Academic Misconduct Report Form, attach all documentation used to come to this conclusion (course syllabus, assignment, test, quiz, source of plagiarized material, etc.) and send a copy to the Dean/Provost Judicial Officer and to the student.

The originator must make a good faith effort to communicate with the student to provide him/her an opportunity to respond to the charges. The instructor should communicate to the student the sanction to be imposed. If the student is unavailable, the instructor should indicate the reason in Part 4 and document the sanction on the Academic Misconduct Report Form.

If the student admits responsibility for the violation, the student should indicate that by checking option one (1) on the Academic Misconduct Report Form in Part 4. If the student does not agree with the proposed sanction or denies responsibility for the alleged violation by checking option two (2) or three (3) on Academic Misconduct Report Form in Part 4, the instructor, Dean/Provost or Judicial Officer should provide the student with Student Instructions for Completion of Appeal of Academic Misconduct Allegations Form and the Appeal of Academic Misconduct Allegation Form to be submitted by the student to the Judicial Officer within ten (10) business

days of receipt of the Academic Misconduct Report Form. No sanctions can be imposed until responsibility is determined; however, if extenuating circumstances exist, a temporary grade can be issued by the instructor. See Appeal Procedures for additional information.

SANCTIONS

The instructor may reduce the student's grade, including the assignment of a failing grade (F) for all or any portion of the course.

Sanctions may only be imposed after the student has accepted responsibility for the alleged violation of Academic Misconduct, the student has been found responsible by the College Judicial Hearing Board or if the student is unavailable to respond to the alleged violations.

Based on information presented in the hearing, the College Judicial Hearing Board may determine that a change of grade is warranted or they may determine that the original grade stands. The new grade may be higher than, the same as or lower than the original grade. The College Judicial Hearing Board may request that the instructor submit a change of grade form. If the instructor is absent or unwilling to submit the change of grade form, then the Chairperson and three board members will sign and submit the change of grade form to the Registrar.

An accused student has the option to stay in the course or drop the course within the approved time period as described in policy ES 4554 Registration Status Procedure. A student who has been found responsible for Academic Misconduct and has received the sanction of a failing grade in the course will not be permitted to withdraw from the course. A student who chooses to withdraw before the outcome of a College Judicial Hearing Board will be permitted to withdraw, but will be placed back into the course by the Registrar if he or she is found responsible and the instructor imposes a failing grade for the course.

Violations of the Academic Misconduct Policy are also in violation of ES 4630 Student Conduct, Discipline and Appeals Procedure. The Judicial Officer will review Academic Misconduct Reports and may choose to file charges according to ES 4630. Such sanctions may include reprimand, restitution, conduct probation, educational sanctions, suspension or termination of the use of College property, resources or activities, suspension from the College or certain courses for a specified period, or a recommendation for expulsion from the College.

APPEAL PROCEDURES

Students have the right to appeal an alleged violation of Academic Misconduct and/or a sanction they believe is unjust for academic misconduct.

If the student believes he or she is not responsible for an alleged violation of academic misconduct, he or she may appeal to the College Judicial Hearing Board by completing an Appeal of Academic Misconduct Allegation Form and submitting it to the Judicial Officer within ten (10) business days of receipt of the Academic Misconduct Report Form. Failure to submit an appeal form within the scheduled time period will result in the sanction being imposed. The College Judicial Hearing Board comprised of five (5) members (two faculty, a student and two staff representatives) will hear all evidence in the case, including witness testimony and documentation, and will make a decision about whether the student is responsible or not responsible for a violation of academic misconduct.

If the student is found responsible, the instructor's sanction will be imposed and the board has discretion to impose additional sanctions outlined in ES 4630 Student Conduct, Discipline and Appeals Procedure. Details about the College Judicial Hearing Board's procedures are found in ES 4630. The student may appeal the College Judicial Hearing Board's decision to the Executive Vice President of Academic Affairs using the procedures in ES 4630. A copy of the hearing board's decision will be mailed to the student by registered mail at the last known address provided to the College by the student.

If the student is not satisfied with the College Judicial Hearing Board's decision, the student may appeal to the Vice President of Academic Affairs (or designee) within ten (10) business days of receiving the decision. The student must complete the Appeal of Academic Misconduct Allegation Form and submit it to the Judicial Officer within ten (10) business days of the date the sanction was imposed. The appeal procedures are outlined in ES 4630 Student Conduct, Discipline and Appeals Procedure.

The Judicial Officer will meet with the student to discuss the hearing process and review the student's rights at the hearing listed in ES 4630 Student Conduct, Discipline and Appeals Procedure.

Petition for Policy Waiver

(Educational Services Procedure 4650)

A student who feels extenuating circumstances prevent compliance with the established dates for drop, add or tuition refund may ask for special consideration by completing a PETITION FOR POLICY WAIVER form (Form ES 4650). The petition may be obtained from the DMACC web page at www.dmacc.edu/student_services/policies_procedures.asp and submitted to the Registrar's Office (Ankeny) or the Student Services Office (all other campuses). Students are required to work with the Campus Ombudsperson, who can explain the petition procedures and ensure the student's rights are understood by the student. Petitions shall be submitted no later than the end of the semester immediately following the semester for which the student is petitioning.

- A. Issues addressed by Petition for Policy Waiver Committee:
 - 1. A student who wishes to add a course after the last day to drop classes for the term must, in addition to obtaining approval of the course instructor per ES 4554 Registration Status Procedure, also obtain the approval of the Petition for Policy Waiver Committee through submission of a petition.
 - 2. A student who wishes to drop a course after the published drop deadline must obtain approval of the Petition for Policy Waiver Committee through submission of a petition.
 - 3. A student who drops a course and wishes to receive a tuition refund larger than the normally calculated refund must obtain the approval of the committee through submission of a petition.
- B. It is the responsibility of the student to provide the Committee with appropriate documentation outlining the details of petition. Supporting documentation specifying relevant details, (e.g., onset, treatment and release dates for medical issues and obituary for family deaths) must accompany the PETITION FOR POLICY WAIVER form (Form ES 4650).
- C. A committee comprised of the Registrar, Director of Financial Aid, Supervisor of Student Accounts, student member nominated by the Student Activities Council or the Executive Dean of Student Services and a faculty representative (or their designee) will review all evidence. Each member will exercise one vote in determining the validity of the claim. The committee's decision will be communicated in writing to the student and the Ombudsperson who assisted the student. Other College personnel may assist with the investigation and may be asked to participate in the committee as ad hoc, nonvoting participants. Campus Ombudspersons may also attend the Petition for Policy Waiver Committee meetings as nonvoting participants.
- D. If the Committee determines that the petition would be more appropriately dealt with under the ES 4630 Student Conduct, Discipline and Appeals Procedure, a voting member of the Petition for Policy Waiver Committee will provide the student with a copy of the procedure and refer the student to the appropriate Campus Ombudsperson.
- E. If the petition involves alleged discrimination, a voting member of the Petition for Policy Waiver Committee shall provide the student with a copy of ES 4645 Discrimination Complaint for Students and refer the student to the Campus Ombudsperson, the campus Dean/Provost's Office or the Judicial Officer.
- F. If the petition alleges disputes between the student and instructor(s), a voting member of the Petition for Policy Waiver Committee will refer the student to the Campus Ombudsperson for assistance in filing an appropriate procedure.
- G. If the student seeks an administrative withdrawal due to medical or mental health conditions or if the Committee believes that may be warranted, the petition will be referred to the Executive Dean of Students and procedures outlined in ES 4520 Administrative Withdrawal will be followed.
- H. If the student's petition has not been approved, the student may request further committee consideration if the student presents new or not previously submitted information or documentation. This information or documentation must be presented in writing within ten (10) working days of the initial petition denial. A student may request Committee reconsideration one time. After further consideration, the decision will be communicated to the student in writing. This is the final level of appeal.

Technology Usage Policy

(Information Technology Procedure 6100)

Technology resources and usage may be described as all College-owned print and electronic media and services including, but not limited to: computers, printers, modems, email communications, DMACC web content, wireless connections and fax transmissions. Personal equipment connected to the DMACC network is also subject to this procedure.

As a public learning institution financed and supported by public funds, it is incumbent upon the College to ensure that its technology resources are responsibly and effectively maintained and used by all persons affiliated with DMACC. Such persons include credit and noncredit DMACC students, faculty, staff, student employees, alumni, DMACC Pioneers and guests at the institution who will be referred to throughout this procedure as DMACC technology users—or simply “Users.”

STATEMENT OF GENERAL EXPECTATIONS

All DMACC technology users must abide by applicable federal and state laws and regulations regarding technology usage, as well as existing College policies and procedures. Paramount to DMACC’s mission as an institution of higher learning, DMACC values academic freedom and academic achievement. DMACC promotes openness to new ideas, sensitivity to multicultural issues and unlimited access to a wide range of information and ideological perspectives. The College values the free flow of information and does not condone censorship.

Students are provided 2 GB of network storage space on a designated P Drive. Students’ efforts to comply with this limit will benefit all network users. Accounts that exceed this limit will be contacted by the network administrator and will be asked to take steps to return to the 2 GB limit. Accounts that are not returned to 2 GB by the stated date are subject to possible removal of data at the discretion of the network administrator.

INDIVIDUAL RESPONSIBILITIES

Technology resource users are expected to:

- A. Use technology in a manner consistent with federal, state and local laws.
- B. Support an educational environment free from harassment and discrimination as described in institutional Harassment and Discrimination procedures (HR 3005 and 3010; ES 4645).
- C. Use technology resources appropriately so as to not interfere with the educational mission of the institution or the daily business of the College.
- D. Be aware of and employ security practices to prevent unauthorized access to their computers, accounts and/or personal identification numbers (PIN). This would include logging off from the computer following usage, avoiding sharing PIN and other passwords and using insecure methods for sharing, storing or transferring information.
- E. Use technology resources consistent with other institutional policies.
- F. Assist in maintaining and enhancing the integrity of DMACC technology resources by taking measures to support the security and privacy of computer networks.
- G. Report any systems interference, technological performance problem or damage to equipment to the Help Desk or the computer lab supervisor on duty.

PROHIBITED CONDUCT

- A. Intentionally disrupting access of students, faculty or staff members to technological resources.
- B. Knowingly obtaining and/or gaining unauthorized access to College computer systems or an account belonging to another individual.
- C. Using technological equipment to interfere with the lawful rights of others by such activities as falsifying or altering records or software, creating fraudulent documents, damaging programs belonging to the College or another individual.
- D. Sending harassing, threatening material or information to another individual.
- E. Violating license agreements, copyrights or intellectual property rights including copyright, patents, etc., by copying, distributing or publishing intellectual property.

- F. Permitting other persons—whether DMACC users or unauthorized users—to use a DMACC user’s accounts, passwords or access codes.
- G. Theft of DMACC hardware or software.
- H. Inappropriate or malicious use of technology resources including attempts to alter, erase, damage or intercept technological data or programs that are the property of DMACC or DMACC users.

SECURITY AND PRIVACY

Security of technology resources is of the utmost importance—all users are expected to cooperate in maintaining and enhancing the integrity of these resources. The College reserves the right to inspect or monitor technology resources under its control and to take appropriate action when there is reason to believe that a user has violated established policies. Every effort shall be made to protect the Constitutional rights of all DMACC technology users.

The College does not endorse the casual review of electronic communication and storage. However, users should be aware that their uses of DMACC information technology shall have no guarantee of privacy. Technology resources are considered property of the College, and DMACC may initiate inspections or monitoring of information resources if it is deemed to be in the best interest of the College. DMACC may also be required to initiate inspections or monitoring if subject to subpoena or other legal requirements.

PERSONAL USE OF DMACC TECHNOLOGY

Personal use of DMACC technology by all DMACC technology users must be viewed in the context of the College’s academic mission. Usage preference shall be granted to users who are engaged in academic or work-related activity (as opposed to recreational usage) and should adhere to the following guidelines:

- A. Users engage in no activity that harms the performance of technology, damages or defaces equipment, or knowingly exceeds the design parameters of the equipment, building or work facility.
- B. Priority in student computer labs is given to users for the completion of academic activities.

ENFORCEMENT OF TECHNOLOGY USAGE POLICY

- A. Interim Response: DMACC Information Technology personnel may temporarily disable an account or service to an individual when there is reason to believe an alleged violation of the Technology Usage Policy is believed to have occurred. This may happen when one of the alleged violations:
 - 1. Violates federal, state or local law;
 - 2. Could result in damage or interference with official College business; and/or
 - 3. Could result in liability for the College.
- B. Disciplinary Action: A student who is believed to have violated the Technology Usage Policy may be charged with a violation of the Student Conduct Code according to the Student Conduct, Discipline and Appeals Procedure, ES 4630.

Clery Act Annual Security Report

In 1991, the U.S. Congress passed the Student Right-to-Know and the Campus Security Act, which requires Colleges to report the three previous years of statistics on murder, robbery, sex offenses, aggravated assault, burglary, motor vehicle theft and arson, and statistics on arrests for drug and alcohol violations and weapons violations. In 1998, Congress passed an amendment renaming the act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and required that all crimes motivated by hate or bias be included in the statistics. DMACC recognizes the importance of maintaining a safe and secure learning environment. Visit www.dmacc.edu/departments/physicalplant/security.asp and click on DMACC Clery Act Annual Security Report for the Clery Act Annual Security Report.

DMACC Emergency Notification Policy Statement

DMACC has a multilayered emergency notification system in place called DMACC Alert for immediately notifying the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Some or all of these layers of communication may be activated in the event of an immediate threat to the DMACC Campus Community, depending on the location and type of emergency. Layers include emails, emergency text messages, voice mails

and an indoor voice notification system. DMACC will post updates during a critical incident on the DMACC website at www.dmacc.edu. Individuals can call the DMACC Recorded Emergency Information telephone line at (515) 965-6020 for updates. Members of the larger community (parents, students and employee family members, etc.) who are interested in receiving information about emergencies on campus should sign up for the DMACC Alert Emergency Notification System (call (515) 964-6816 for assistance) and should use the DMACC website and emergency phone line for obtaining updates in the event of an emergency on campus.

All members of the DMACC campus community are notified on an annual basis that they are required to notify DMACC Ankeny Security at (515) 964-6500 of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The DMACC Crisis Management Team (CMT) has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, the CMT has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

The DMACC Crisis Management Team may receive information from other sources, as well. If the CMT confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, CMT will collaborate to determine the content of the message and will use some or all of the systems described above to communicate the threat to the DMACC campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The DMACC CMT will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: The City Police Department, Fire and Emergency Medical Services) compromise the efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Solicitation & Recruitment

(Educational Services Procedure 4890)

Recruiters/organization representatives must contact the Student Activities Office on the Ankeny Campus or the Student Services Office on the Boone, Carroll, Newton, Urban and West Campuses at least ten College business days prior to the requested activity. Permission will be granted on a space available basis. During the activity, a copy of the written permission notice must be in the possession of the recruiter/organization representative.

Sex Offenses & Offenders

(Educational Services Procedure 4631)

INSTITUTIONAL REGULATION

- A. The Iowa Code Section 260C.14 (18) requires the Board of Directors of each Iowa Community College to establish policies relating to sexual abuse.
 1. Sexual abuse/assault is defined as: Any sex act between persons is sexual abuse by either of the participants when the act is performed with the other participant in any of the following circumstances:
 - 1) The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug-induced sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other;
 - 2) Such other participant is suffering from a mental defect or incapacity that precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters;
 - 3) Such other participant is a child. (Iowa Criminal Code, Chapter 709.1)
- B. In accordance with the Campus Sex Crimes Prevention Act of 2000, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act) and the Family Educational Rights and Privacy Act (FERPA), DMACC provides information about where law enforcement information concerning sex offenders may be obtained.
- C. In accordance with Campus Sexual Assault Victims' Bill of Rights [Public Law 102.325, Section 486(c)], DMACC staff will provide information concerning the victim's rights during the first contact with the victim.
- D. Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, age and disability.

Veteran status in educational programs, activities, employment practices or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Human Resources Department, the campus Provost's Office or the EEO/AA Officer. Persons who wish for additional information or assistance may contact the EEO/AA Officer, Human Resources, Bldg. 1, (515) 964-6301. For requests for accommodations, the Accommodation/Section 504/ADA Coordinator can be contacted at (515) 964-6857.

PROCEDURE REGARDING SEX OFFENSES

- A. All DMACC students, employees and visitors who are victims of sexual abuse/assault shall be encouraged to report incidents that occur on DMACC property or at DMACC-sponsored functions. If a DMACC student or employee witnesses a sexual assault on DMACC property or at a DMACC-sponsored function, he/she should report the incident. Reports shall be made to the following officials:
 1. Ankeny Campus, Security Department, (515) 964-6500—Cellular Phone 24 hours a day; or (515) 964-6259, 7:00 a.m.–4:00 p.m., Monday through Friday.
 2. Ames Center, Site Director, (515) 663-6706
 3. Boone Campus, Provost, (515) 432-5020
 4. Carroll Campus, Provost, (712) 792-8308
 5. Newton Campus, Provost, (641) 791-1721
 6. Urban Campus, Campus Safety Officers, ext. 7200 on campus, or (515) 248-7200, 7:00 a.m.–10:30 p.m., Monday through Thursday; 8:00 a.m.–4:00 p.m., Friday; and 8:00 a.m.–2:00 p.m., Saturday; Provost Office, (515) 248-7206
 7. West Campus, Provost, (515) 633-2439
 8. Success Center, Supervisor, (515) 287-8701
 9. Transportation Institute, Director, (515) 262-1680
- B. The victim and the individual to whom the incident was reported are encouraged to visit with DMACC Security personnel and/or complete a DMACC Incident Report. DMACC Counselors, who due to confidentiality may not be able to complete an incident report, will make the victim aware of his/her right to submit a DMACC Incident Report. The victim will be informed that an on-campus/off-campus advocate will be brought in to assist him/her from this point on and will be provided a copy of the Campus Sexual Assault Victims' Bill of Rights.
- C. If the victim agrees, the DMACC official shall assist the victim in making arrangements with local police departments to initiate an investigation and stress that testing should be performed immediately. DMACC officials will inform the victim of the importance of preserving evidence as may be necessary in proof of the sexual assault, including testing for possible date-rape drugs. Information provided during confidential discussions shall remain confidential to the extent possible.
- D. DMACC officials will offer the victim with an on-campus/off-campus advocate who will assist the victim in locating and connecting with on- and off-campus counseling resources. The victim will be provided with a DMACC Consent for Advocacy form (ES Form 4631) to be completed.
- E. If requested by the victim, DMACC officials will assist the victim in changing academic and living conditions after an alleged sexual assault incident, if such changes are reasonably available. If DMACC Security is provided (Ankeny & Urban Campuses), the victim will be offered escorts to and from classes, if desired.

SEXUAL OFFENDERS

- A. Iowa law requires a person who has been convicted of certain sex offense crimes to register with the Sheriff in the county in which he/she resides. In addition, if he/she attends or works at an institution of higher education, he/she is required to register with the Sheriff in the county in which the institution is located.
- B. Community members wanting information regarding persons in the state of Iowa who have been convicted of a sex offense crime may visit www.iowasexoffender.com.
- C. In accordance with Iowa law, persons whose names appear on any state offender registry are not allowed to live in apartments located on DMACC property or managed by DMACC.

COUNSELING SERVICES

- A. Students who have been subject to sexual abuse/assault are encouraged to contact a DMACC counselor. Additional information can be found at: www.dmacc.edu/counseling/. Information about community resources can be found at: www.dmacc.edu/counseling/resourceguide.pdf.
- B. Faculty and staff who have been subject to sexual abuse/assault are encouraged to access resources and services through the Employee Assistance Program (EAP) provided by Employee and Family Resources, (515) 244-6090 or 1-800-327-4692 or www.efr.org/eap. Questions can be directed to DMACC Human Resources, Benefits Coordinator at (515) 964-6258.

Also available is the Iowa Sexual Abuse Hotline (ISAH) (1-800-284-7821), which is Iowa's statewide 24-hour hotline for survivors of sexual abuse, their friends and family, and people concerned about the effects of sexual violence. Information can be found at www.rvap.org/pages/iowa_sexual_abuse/. The ISAH, funded by a grant from the Department of Justice Crime Victim Assistance Program, is a place for callers to find a supportive listener and receive referral information.

EDUCATION

- A. Students and employees are invited to attend a variety of educational programs addressing sex offenses including: the awareness of rape, acquaintance rape and other forcible and nonforcible sex offenses presented by various College departments throughout the academic year. In addition, statistics on sexual abuse shall be distributed annually to students and employees.

DISCIPLINARY ACTIONS FOR SEXUAL OFFENSES

- A. In cases of an alleged sexual assault in which the accused is a student, the disciplinary procedure outlined in the DMACC Student Conduct/Discipline Procedure (ES 4630) will be followed: www.dmacc.edu/studentconduct/. Possible sanctions may include suspension or expulsion from the College.
- B. In cases of an alleged sexual assault in which the accused is a DMACC employee, the disciplinary procedure outlined in DMACC HR Procedure 3235 Discipline and Discharge will be followed: www.dmacc.edu/hr/hrpp/hr3235.pdf.
- C. If applicable, both the accuser and the accused will have the right to have advisors present during a disciplinary hearing.
- D. If applicable, both the accuser and the accused student will be informed of the outcome of the disciplinary hearing.

Reporting Crimes

Students, staff and faculty are encouraged to report all criminal incidents and/or suspicious activity to the following:

- Ankeny Campus: Security Department—(515) 964-6500, 24 hours a day (6500 on campus)
- Urban Campus: Security—(515) 248-7200 (7200 on campus), 7:00 a.m.–10:30 p.m., Monday through Thursday; 7:00 a.m.–5:00 p.m., Friday and Saturday hours may vary over break periods. Contact Urban Security for a schedule.
- Boone Campus: Campus Provost—(515) 432-5020 (or Building and Grounds Supervisor (515) 433-5052 or (515) 290-0553, cell phone)
- Carroll Campus: Campus Operator—(712) 792-1755
- Newton Campus: Campus Operator—(641) 791-3622
- West Campus: Campus Operator—(515) 633-2407

In the event of an emergency situation and when calling from a campus phone, dial 9-911 to expedite the appropriate response by authorities.

All reports of criminal and/or suspicious activity will be investigated. The local Police Department will be immediately notified of all incidents of murder, rape, robbery, assault, burglary, motor vehicle theft and any theft greater than \$150 in value. Timely warnings about crimes considered a threat to students and employees will be disseminated to the College community by methods that may include the DMACC Alert, email, student newspaper, DMACC Daily, DMACC Student Daily, press releases for local newspapers, radio, TV and/or posted

notices. Copies of the DMACC Safety and Security Brochure containing Security and Personnel Safety information are available in numerous locations on all campuses.

A copy of the Annual Security Report with crime statistic information can be accessed at:

www.dmacc.edu/handbook/polprocedures/annualsecurityreport.pdf

Dispute Resolution/General Complaints

(Educational Services Procedure 4640)

Students may file a General Complaint if they feel they have been mistreated by a staff member, if departmental policies and procedures are unclearly written or inconsistently applied, or if a student has extenuating circumstances that may directly affect the educational process. A General Complaint cannot be filed regarding final grades, discrimination or sexual harassment (see Appeal of Final Grades Procedure, ES 4660 or Academic Misconduct, ES 4670).

If the complaint about the faculty or other staff member is one of discrimination, including harassment, based on sex, age, race, religion, national origin, sexual orientation, color, creed or disability, the student should contact the Campus Ombudsperson, the campus Dean/Provost's Office or the Judicial Officer regarding the Discrimination Complaint Procedures for Students ES 4645.

A. Student complaints concerning actions of faculty/staff members are pursued first through informal mechanisms.

1. The student should first attempt to resolve the issue with the faculty/staff member involved.
2. If this contact does not result in a satisfactory outcome, the student should follow the established chain of command (e.g., program chair, group leader, director, dean or provost) within the appropriate department of the College.
3. Students who have concerns with individual faculty/staff members are required to contact the Ombudsperson on their respective campus for suggestions, support and procedures for dealing with complaints against the faculty/staff person. The Ombudsperson's signature is required on the General Complaint Form (ES 4640).

B. General Complaint Procedure

1. A General Complaint will be limited to concerns about classroom management, classroom procedures, departmental policies or College policies.
2. To initiate a complaint, the student must complete the General Complaint Form.
3. Students are to work with the Ombudsperson in working through the complaint process. The Ombudsperson has the responsibility of assuring that the student's rights and complaint procedures are understood by the student. This form must be submitted to the faculty/staff member within twenty-one (21) calendar days of the event.
4. The faculty/staff member to whom the general complaint has been directed has seven (7) calendar days to respond to the complaint. The faculty/staff member must respond in writing at Step One of the General Complaint Form. The original copy of the complaint form will be returned to the student.
5. If the complaint cannot be resolved at Step One, the student must submit the original General Complaint Form that includes the Step One signature within seven (7) calendar days to the next appropriate Supervisor/Chairperson/Group Leader/Director. The Supervisor/Chairperson/Group Leader/Director will discuss the complaint with the student and faculty/staff member within seven (7) calendar days following receipt of the written complaint. A written response will be made to the student and faculty/staff member by completing the information on Step Two of the General Complaint Form within seven (7) calendar days of the date of the decision. The original copy of the complaint form will be returned to the student.
6. If the complaint cannot be resolved at Step Two, the student may submit the complaint in writing on the General Complaint Form that includes the Step Two signature within seven (7) calendar days of the receipt of the Step Two decision to the appropriate dean or provost. The dean or provost will discuss the complaint with the student and faculty/staff member within seven (7) calendar days following receipt of the written complaint, and a written response will be made to the student and faculty/staff member by completing the information on Step Three of the General Complaint Form within seven (7) calendar days of the date of the decision. The original copy of the complaint form will be returned to the student.

7. If the complaint cannot be resolved at Step Three, the student may proceed to Step 4, which is the final step by submitting the complaint to the appropriate Vice President. The Vice President will discuss the complaint with the student and faculty/staff member within ES 4640-Page 2 seven (7) calendar days following receipt of a written complaint, and a written response will be made to the student and faculty/staff member by completing the information on Step Four of the General Complaint Form within seven (7) calendar days of the date of the decision. The original copy of the complaint form will be returned to the student, and the final form will be sent back to the Step Two decision-maker. This concludes the appeal procedure. This is the final level of the appeal process.
8. Time Limits. If any time limits are not met by the College personnel, the complaint automatically goes to the next higher level. If time limits are not met by the student, the complaint is cancelled.
9. Records of Complaints. All records connected with a student General Complaint will be maintained by College personnel in a separate file at the "step" where resolution of the complaint was accomplished and a complete copy forwarded to the office of the Executive Dean of Student Services. This will not become part of the student's academic record.

Parking & Traffic Regulations

Parking regulations apply at all DMACC campuses. Registered holders of parking permits, regardless of who drives the vehicle, are responsible for their motor vehicle complying with all regulations. Violating parking regulations results in individuals receiving a ticket and a fine.

Four or more outstanding unpaid tickets result in a letter of denial, which prohibits the vehicle from being parked on campus. Registered holders of parking permits have three (3) days to respond to the letter of denial and make payment on the previous tickets. No response from the owners of the vehicles results in their cars being towed at their expense. Parking tickets may be appealed in writing within ten (10) student contact days from the date of issuance. Appeal forms are available at the Physical Plant Office, Building 12, on the Ankeny Campus, in the Business Offices at all other campuses or on the Web at www.dmacc.edu/departments/physicalplant/parking.asp.

Ankeny and Boone Campuses: Parking permits are required for all vehicles driven by daytime students. Stickers and Parking Regulations are available at no charge from the Information Desk in Building 1, or the Security Office in Building 12 on the Ankeny Campus, and at the Business Office on the Boone Campus. Evening and Saturday students are not required to register their vehicles unless parked on the campuses during daytime hours, Monday through Friday.

Urban Campus: Parking permits are required for all vehicles driven on the Urban Campus, including evening and Saturday students and staff. Stickers are available at the Registration Desk at the Urban Campus at no charge.

Skateboarding, rollerblading, roller skating, bicycle stunt riding or similar activities are prohibited on all DMACC buildings and grounds, including roads, drives, parking lots and sidewalks. Bikes and rollerblades are permitted on recreational trails at the Ankeny Campus. Exceptions may be allowed for official DMACC-sponsored programs.

Tobacco & Alcohol

Consistent with the Smoke-Free Air Act (H.F. 2212) and the findings of the U.S. Surgeon General that the use of tobacco is a contributing factor to significant health hazards, the use of tobacco products, including smokeless and smoking tobacco, is prohibited on all DMACC campuses and attendance facilities. Effective July 1, 2008, violators of the Iowa Smoke-Free Air Act (H.F. 2212) may be fined \$50.00 for noncompliance as outlined in Iowa Code 142D.9 and ES 4635.

The use or possession of alcoholic beverages or other intoxicating beverages is prohibited on College property or at College-sponsored functions except as authorized by College regulations or College authority. (ES 4630)

Minor Children on Campus

(Educational Services Procedure 4616)

Students and guests of DMACC who bring children on campus are responsible for them at all times. Children are not allowed in campus facilities, which includes but is not limited to classrooms, labs, computer labs, resource centers or clinical settings, unless they are registered as a student or are enrolled in a College-sponsored program.

Unattended children are not permitted. If unattended children are located, campus security or campus provost will be notified, and parents/guardians/caretakers will be expected to immediately take over supervision of the child. Students with children should secure appropriate childcare to cover their periods of enrollment and study hours on campus.

Weapons & Firearms on Campus

Students are prohibited from having weapons and firearms on campus. An exception to this policy is for current or retired licensed law enforcement professionals with a current permit. This exception does not apply to current or retired military personnel.

Cellular Phone Use

Cellular phone users should be respectful of others by following the guidelines outlined below.

- Turn cellular phone ringer off or set to “silent” upon entering any classroom, computer lab, library, office or auditorium.
- Short, quiet cellular phone conversations may take place in corridors, away from doorways. Please move extended conversations outside of the building.
- Move immediately to a hallway when placing or receiving calls.
- Be courteous to others by keeping a low volume voice.
- Cell phones with picture-taking capabilities are not allowed in changing rooms or locker rooms. Individuals wishing to take photos in any recreation facility must first have DMACC permission.
- Faculty members have the right to limit the use of cell phones in their classrooms.

Animals

No animals, with the exception of service animals, are allowed on campuses or attendance centers or at College-sponsored events. A person with a service animal is advised to contact the Disability Services Coordinator and complete an Application for Accommodation. For more information, visit www.dmacc.edu/student_services/disabilities.asp.

Safety & Emergency Procedures

Information about DMACC's safety and emergency procedures can be found at: www.dmacc.edu/safety. DMACC students, faculty and staff can get DMACC EMERGENCY information via DMACC Alert on their cell phone, landline phone or email. Log in to www.getrave.com/login/dmacc to add the cell and landline numbers and email address to receive the alerts. The user name is the student's full DMACC email address (djsmith@dmacc.edu) and a password can be set by clicking the Forget User Name or Password Bar and following the prompts. Call the DMACC Safety Officer at (515) 964-6816 with questions.

Drug-Free Schools & Campuses Act

Des Moines Area Community College (DMACC) strives to provide an educational environment that promotes the health and safety of students, faculty and staff. Accordingly, DMACC complies with the Drug-Free Schools and Campuses Act (EDGAR Part 86).

STANDARDS OF CONDUCT—DRUG-FREE WORKPLACE

The College shall take appropriate action, to the extent possible, to provide a work environment free of drugs and other illegal substances. The manufacture, possession, use and/or distribution of illegal substances is forbidden on any College property or at any College-sponsored activity. No employee or student may appear on College property if, as a result of the use of drugs or other illegal substances, he/she cannot adequately perform normal functions or if he/she impedes the normal operation of the College. (Board Policy 2016, Drug-Free Workplace)

Compliance with this policy shall be a condition of employment. Any workplace-related violation leading to conviction shall be reported to Human Resources. Prior to reinstatement of any employee so convicted, or as a condition of continuing employment, completion of a drug abuse assistance or rehabilitation program shall be

required. Educational information on drug abuse shall be made available to employees and students. (Board Policy 2016, Drug-Free Workplace)

DMACC's Student Conduct, Discipline and Appeals Procedure, ES 4630, and Tobacco-Free Campus, ES 4635, state that the following behaviors are prohibited:

- Using, possessing, misusing or being under the influence of any alcoholic beverage or other intoxicating beverage on College property or at College-sponsored functions except as authorized by College regulations or College authority.
- Manufacturing, processing, selling, delivering, providing, using, purchasing, misusing or possessing any narcotic drug, marijuana or other addictive, dangerous or controlled substance on College property or at College-sponsored functions. Drug paraphernalia is also prohibited.
- The use of tobacco products, which include smokeless or smoking tobacco, is prohibited on all campuses and all attendance facilities in compliance with state law.

HEALTH RISKS

For a chart of DRUGS OF ABUSE/Uses and Effects, visit www.justice.gov/dea/pubs/abuse/chart.htm.

POSSIBLE LEGAL SANCTIONS AND PENALTIES

Iowa Alcohol Related Laws

- Underage possession/purchase/consumption: 1st offense—simple misdemeanor \$100.00 fine; 2nd offense—simple misdemeanor \$500.00 fine + loss of driving privileges not to exceed one year or substance abuse evaluation; Subsequent violations—simple misdemeanor \$500.00 fine + loss of driving privileges not to exceed one year.
- OWI: 1st offense 48 hours jail/\$1,250 fine; 2nd offense 7 days jail/\$1,850 fine; 3rd offense 30 days jail or commitment to prison (5 years maximum)/\$3,125 fine.

More information about the legal penalties can be found at the following website: <http://iowaabd.com/>.

FEDERAL AND STATE DRUG PENALTIES

Substance Abuse Resources

For a chart of Federal Trafficking Penalties, visit www.justice.gov/dea/agency/penalties.htm.

DMACC counselors provide education and prevention programming and are available on a confidential basis to assist students with substance abuse assessment, evaluation and referrals for treatment. Additional information can be found at: www.dmacc.edu/counseling/substanceabuse.asp. Contact information for community resources can be found at: www.dmacc.edu/counseling/resourceguide.pdf.

Faculty and staff can access substance abuse resources and services through the Employee Assistance Program (EAP) provided by Employee and Family Resources, (515) 244-6090 or 1-800-327-4692, or www.efr.org.

Disciplinary Sanctions

The unlawful possession, use, distribution or misuse of illicit drugs or alcohol by students may result in sanctions including suspension from DMACC. More information about the DMACC Student Conduct Code and possible sanctions can be found at: www.dmacc.edu/studentconduct.

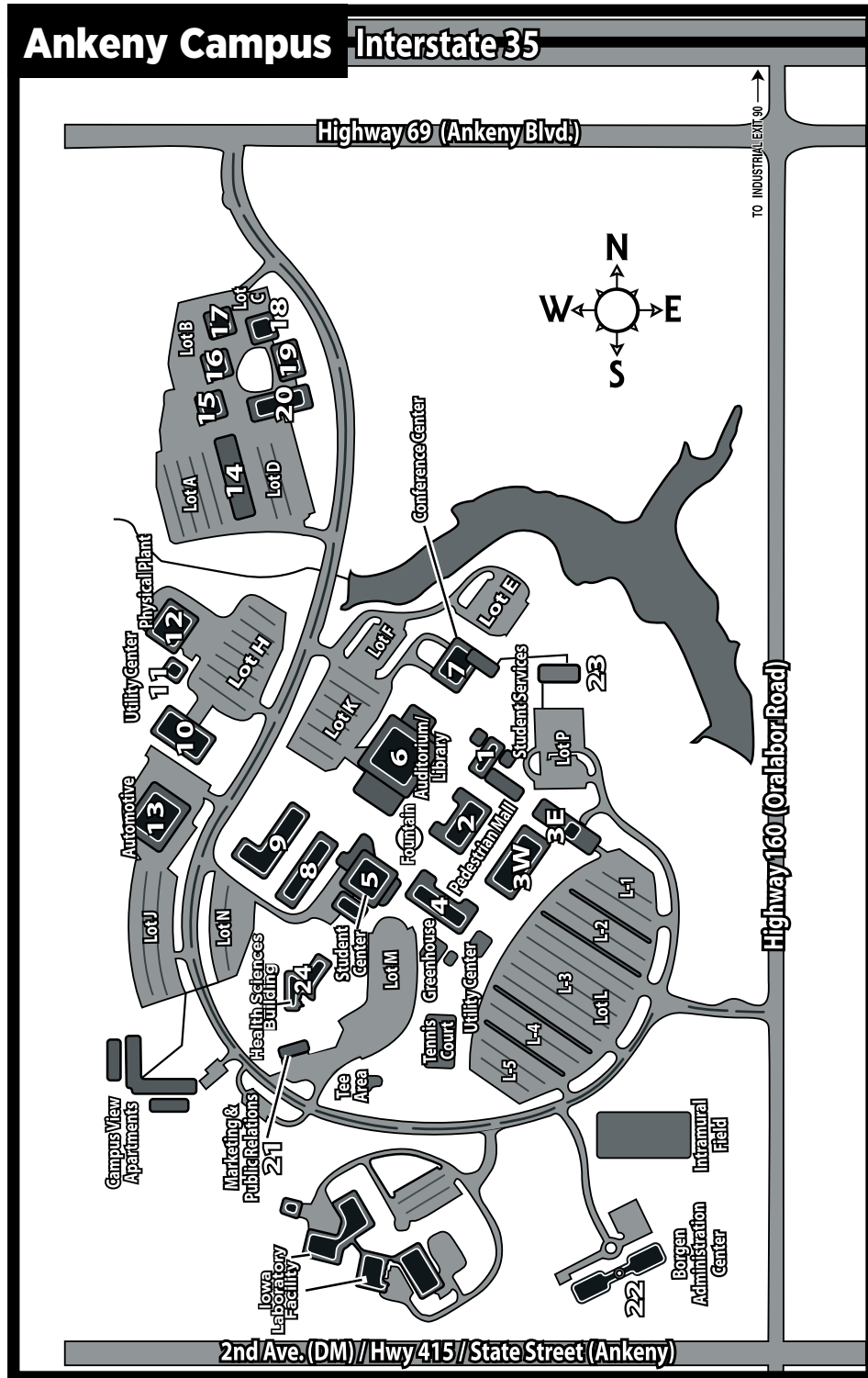
The unlawful possession, use, distribution or misuse of illicit drugs or alcohol by DMACC employees may result in discipline up to and including dismissal. More information about the DMACC employee discipline and discharge procedure can be found at: www.dmacc.edu/hr/hrpp/hr3235.pdf.

DMACC Drug-Free Schools and Campuses information is also available on the DMACC Safety website at: www.dmacc.edu/safety.

Campus Maps & Directories

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DMACC Career Academy, Hunziker Center	77

Ankeny Campus Interstate 35



CAMPUSES & DIRECTORIES

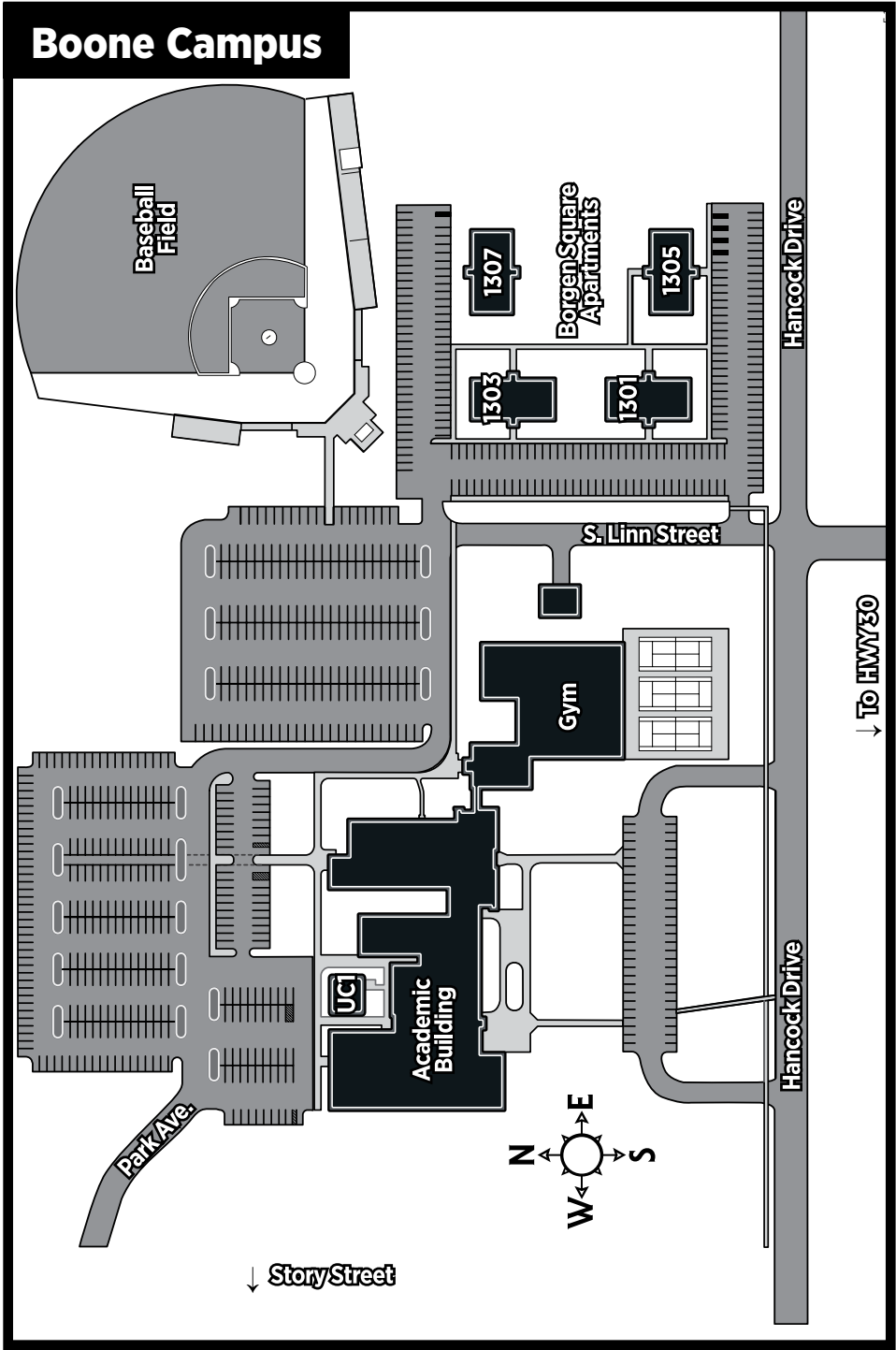
Ankeny Campus

2006 South Ankeny Boulevard, Ankeny, Iowa 50023
(515) 964-6200, Long Distance Call 1-800-362-2127, Campus Code # 1
and the last four digits of the phone number.

Extensions:

Academic Achievement	965-7004
Accidents—Auto (On campus)	964-6500
Address Changes.....	964-6565
Advising	964-6200
Alumni Association	965-7331
Assessment Center	964-6595
Athletics/Recreation.....	964-6333
Bookstore.....	964-6302
Campus Events.....	964-6200
Career Planning/Counseling.....	964-6200
Career Transfer Resource Center	964-6474
Disability Services.....	964-6850
Drop/Add Courses.....	964-6800
Emergencies.....	964-6500
Information Center.....	964-6200
Financial Aid.....	964-6282 or 964-6283
Graduation	964-6647, 964-6507 or 965-7354
Student Health Services.....	964-6352
International Students.....	964-6471
Library.....	964-6317
Lost & Found.....	964-6359
Program Changes.....	965-7337
Scholarships.....	964-6278
Security	964-6500
Student Accounts.....	964-6446
Student Activities/Organizations/SAC.....	964-6359 or 964-6376
Student Employment Assistance.....	964-6215 or 964-6463
Transfer Evaluation.....	964-6647, 964-6507 or 965-7354
Tutoring Services.....	965-7004
Veterans' Services	964-6284

(Dial last four digits from an on-campus phone)



Boone Campus

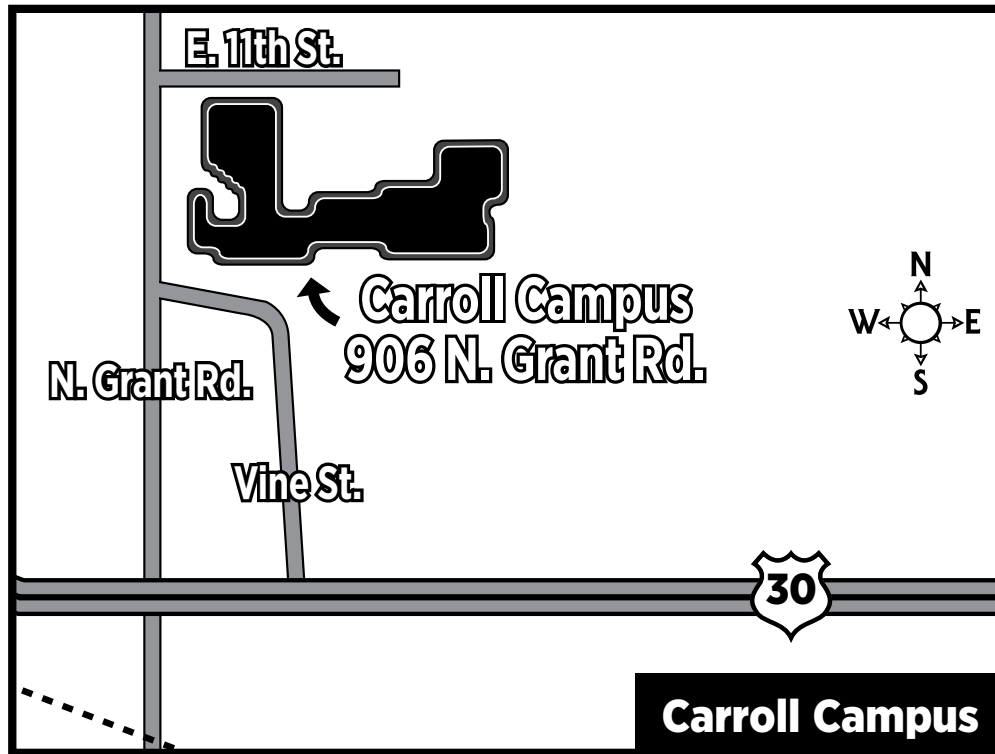
1125 Hancock Drive, Boone, Iowa 50036

(515) 432-7203, Long Distance Call 1-800-362-2127, Campus Code #2
and the last four digits of the phone number.

Extensions:

Academic Achievement	433-5096
Address Changes.....	432-7203
Advising	432-7203
Assessment Center	433-5096
Athletics/Recreation.....	433-5050
Bookstore	433-5034
Campus Clubs	433-5078
Campus Events.....	433-5026
Career Planning/Counseling.....	433-5030
Dance Team.....	433-5029
Disability Services.....	433-5024
Drop/Add Courses	432-7203
Emergencies	432-7203
Financial Aid	433-5023 or 433-5022
Graduation	433-5026
Information	432-7203
Iowa New Choices.....	433-5037
International Students.....	433-5030
Library.....	433-5043
Phi Theta Kappa (PTK).....	432-7203
Program Changes.....	432-7203
Scholarships.....	433-5027
Security	432-7203
Student Accounts.....	433-5022 or 433-5023
Student Employment Assistance.....	(515) 964-6215 or (515) 964-6463
Student Housing	433-5046
Transcripts.....	(515) 964-6800
Tutoring Services.....	433-5096
Veterans' Services	(515) 964-6284 or 800-362-2127

(Dial last four digits from an on-campus phone)



Carroll Campus

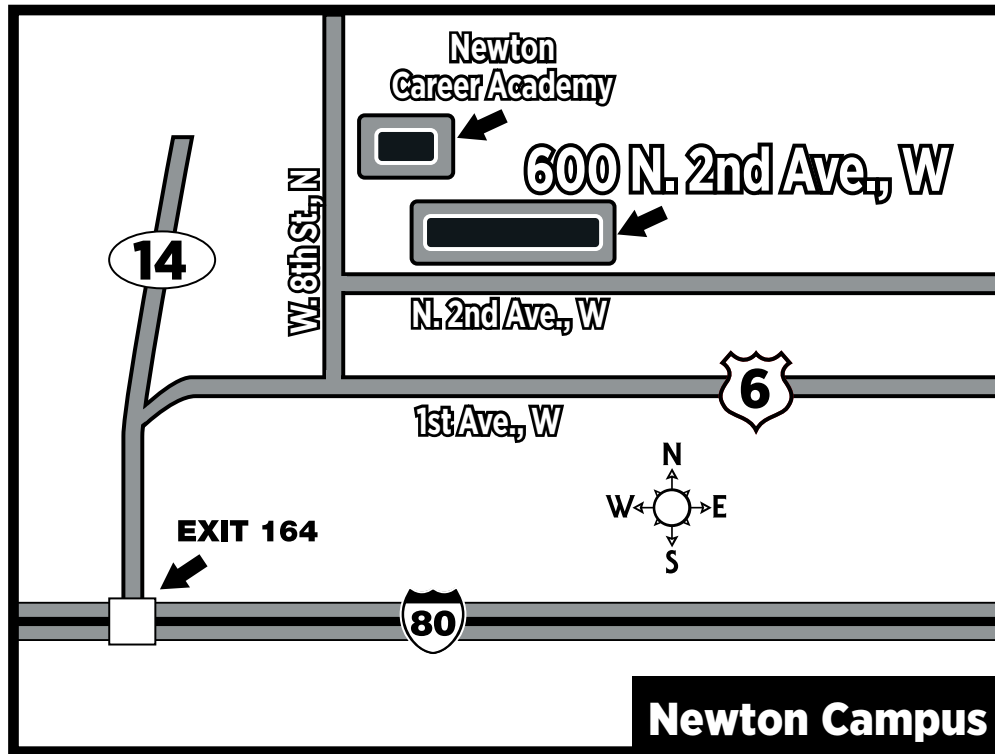
906 North Grant Road, Carroll, Iowa 51401
(712) 792-1755, Long Distance Call 1-800-622-3334, Campus Code #3 and the last four digits of the phone number.

Extensions:

Academic Achievement	792-8333
Accidents—Auto (on campus).....	792-1755
Address Changes.....	792-8331 or 792-8332
Advising	792-8331 or 792-8332
Assessment Center	792-8303
Bookstore	792-8310
Campus Clubs	792-8303 or 792-8332
Campus Events.....	792-8303 or 792-8332
Career Planning/Counseling.....	792-4350
Continuing Education Registration	792-1755
Drop/Add Courses	792-4350 or 792-8331 or 792-8332
Emergencies.....	792-1755
Financial Aid.....	792-8305
Graduation	792-8303 or 792-8332

Health Insurance	792-8331 or 792-8332
International Students.....	792-8331 or 792-8332
Iowa New Choices.....	792-8304
Library.....	792-8316 or 792-8317
Lost & Found.....	792-1755
Phi Theta Kappa.....	792-8331 or 792-8310 or 792-8328
Program Changes.....	792-8331 or 792-8332
Security	792-8312
Services for Students with Disabilities	792-8332
Student Accounts.....	792-8305
Student Employment Assistance.....	792-8331 or 792-8332
Transcripts.....	792-8331 or 792-8332
Transfer Evaluation	792-8331 or 792-8332
Tutoring Services.....	792-8333
UNI/DMACC 2+2 Elementary Education.....	792-8332 or 792-8323
Veterans' Services	(515) 964-6284 or 800-362-2127

(Dial last four digits from an on-campus phone)



Newton Campus

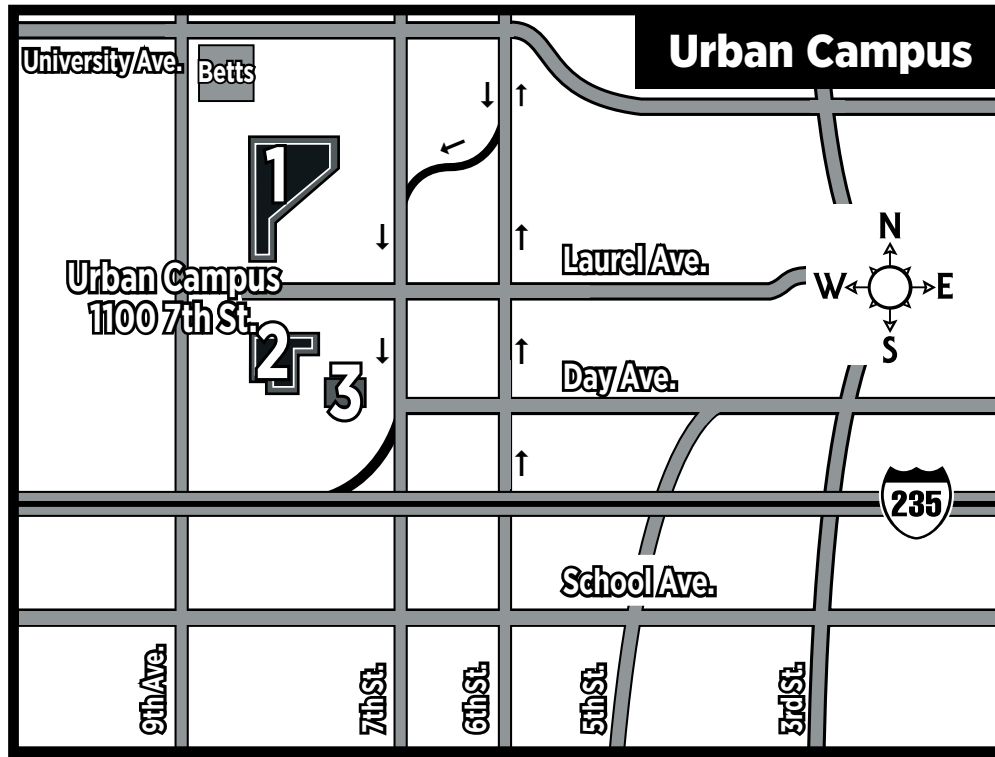
600 North 2nd Avenue West, Newton, Iowa 50208
(641) 791-3622, Long Distance Call 1-800-362-2127, Campus Code #5, and the last four digits of the phone number.

Extensions:

Academic Achievement	791-1730
Accidents—Auto (on campus)	791-3622
Address Changes.....	791-3622
Advising	791-1722 or 791-1723
Assessment.....	791-3622
Bookstore.....	791-1770
BVU/DMACC 2+2 Elementary Educ.	791-1750
Campus Clubs	791-1722 or 791-1723
Campus Events.....	791-1725
Career Planning/Counseling.....	791-1722 or 791-1723
Drop/Add Courses	791-3622
Emergencies	791-3622
Financial Aid	791-1725
Graduation	791-1722 or 791-1723

Health Insurance/Services.....	791-3622
Interactive Learning Center (Library).....	791-1731
International Students.....	791-1722 or 791-1723
Lost & Found.....	791-3622
Newton Career Academy	791-5165
Phi Theta Kappa.....	791-1723 or 791-1733
Program Changes.....	791-1722 or 791-1723
Scholarships.....	791-1725
Security	791-3622 or 791-1795
Services for Students with Disabilities	791-1730
Student Accounts.....	791-1725
Student Employment Assistance.....	791-1722 or 791-1723
Transcripts.....	964-6800 or 800-362-2127, ext. 6800
Transfer Evaluation	791-1722 or 791-1723
Tutoring Services.....	791-1730
Veterans' Services	(515) 964-6284 or 800-362-2127

(Dial last four digits from an on-campus phone)



Urban Campus

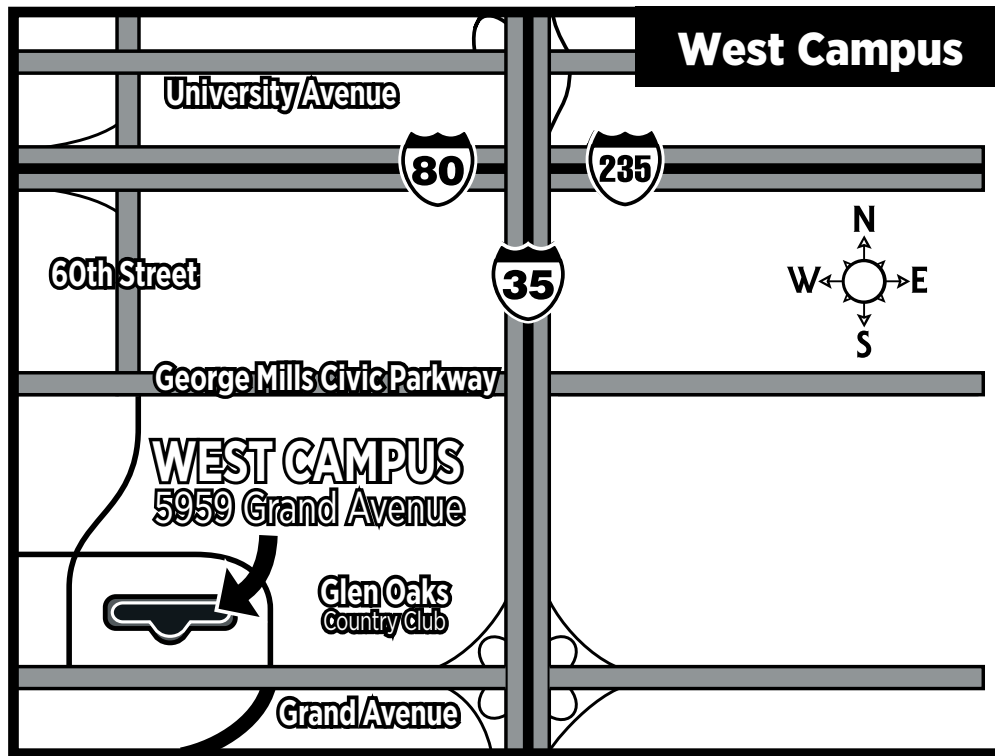
1100 7th Street, Des Moines, Iowa 50314
(515) 244-4226, Long Distance Call 1-800-362-2127, Campus Code #4, and the last four digits of the phone number.

Extensions:

Academic Achievement	248-7204
Address Changes.....	244-4226
Advising	244-4226
Assessment Center/GED	248-7218
Bookstore.....	248-7212
Campus Clubs	244-4226
Campus Events.....	244-4226
Career Planning	244-4226
Counseling.....	697-7791 or 697-7727
Drop/Add Courses	964-6800
Emergencies	244-4226
ESL.....	697-7762
Coordinator of Evening and Weekend.....	248-7512

Financial Aid.....	964-6282 or 248-7522
Graduation	964-6647
Health Insurance/Services.....	244-4226
Information	244-4226
International Students.....	964-6471
Library.....	248-7210
Lost & Found.....	244-4226
Phi Theta Kappa (PTK).....	248-7239
Program Changes.....	244-4226
Security	248-7200
Services/Students with Disabilities.....	697-7727
Student Accounts.....	248-7242
Student Support Services.....	248-7516
Transcripts.....	964-6800
Transfer Evaluation	964-6647
Tutoring Services.....	697-7798
Veterans' Services	964-6284
Work Study.....	248-7522

(Dial last four digits from an on-campus phone)



West Campus

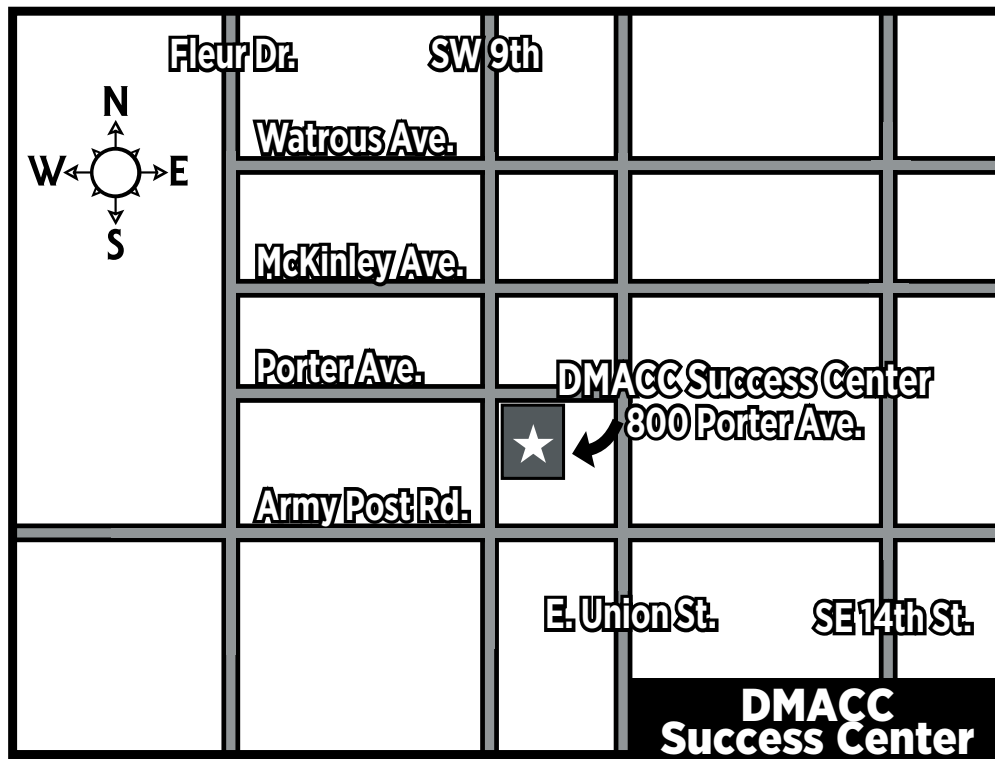
5959 Grand Avenue, West Des Moines, Iowa 50266-5302
(515) 633-2407, Long Distance Call 1-800-362-2127, Campus Code #6, and the last four digits of the phone number.

Extensions:

Academic Achievement Center.....	633-2472
Accidents (on campus)	633-2400
Address Changes.....	633-2408
Advising	633-2405 or 633-2412
Assessment Center	633-2426
Bookstore.....	633-2423
Campus Clubs/Events.....	633-2443
Career Planning/Counseling	633-2405
Drop/Add Courses.....	633-2408
Emergencies on Campus	633-2400
Information	633-2400
Financial Aid.....	633-2411
Graduation	633-2408
Health Insurance	633-2408
International Students.....	633-2408

Lost & Found.....	633-2400
Phi Theta Kappa.....	633-2412
Program Changes.....	633-2408
Resource Center.....	633-2426
Security	633-2400
Services/Students with Disabilities	633-2408
Student Accounts.....	633-2411
Student Employment Assistance.....	633-2405
Transfer Evaluation	633-2405
Tutoring Services.....	633-2472
Veterans' Services	(515) 964-6284 or 800-362-2127

(Dial last four digits from an on-campus phone)



Directions from Interstate 35 South

Take the Hwy 5 Bypass Exit east, take the SW 9th Exit off Hwy 5 headed north. Continue on 9th until getting to Porter and turn right. Head east on Porter Ave to 800 Porter Ave, about a half-block. The building is on the south side of the road.

From Interstate 235 or Downtown

Take the south Keo Way exit. Take Keo until 9th Street, turn south onto 9th. Take 9th Street for about 6 miles until reaching Porter Ave. Head east on Porter for a half-block. The building is on the south side of the road.

DMACC Success Center

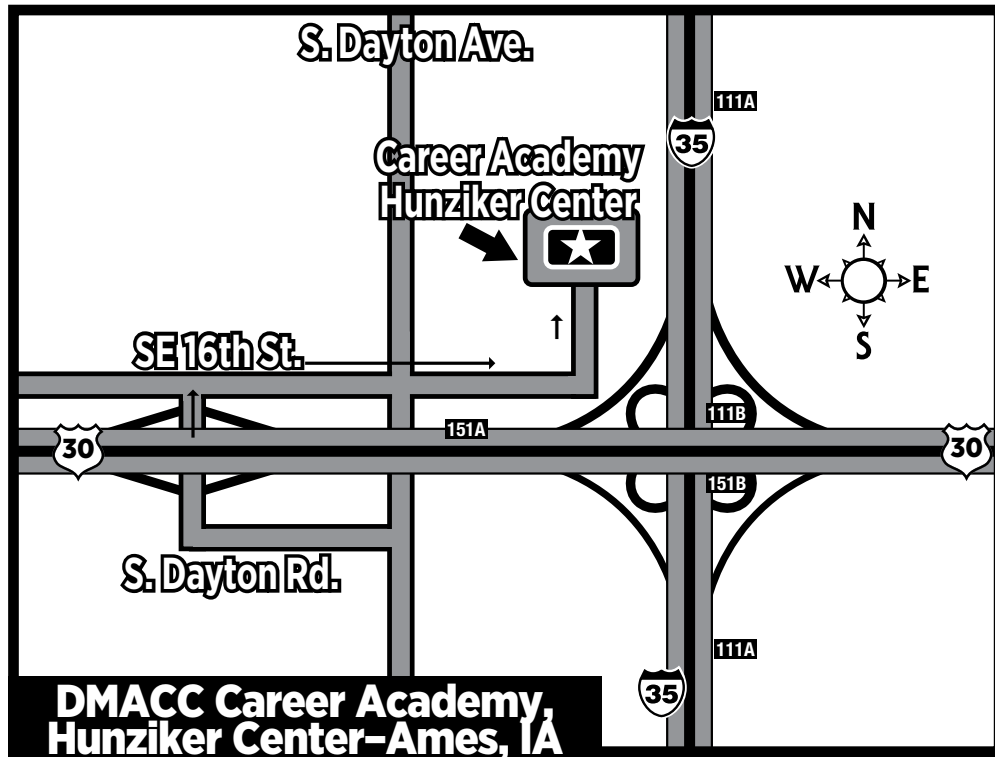
800 Porter Avenue, Des Moines, Iowa 50315
Phone: (515) 287-8700, 1-800-362-2127, Campus Code #7,
and the last four digits of the phone number.
Fax: 287-8739, www.dmacc.edu/success/

Extensions:

Director287-8701
Academic Advisors.....287-8700 or 287-8715
ESL Consultant287-8702
Front Desk/Information.....287-8700
GED Consultant.....287-8723

GED Testing.....287-8720
GED Records Specialist.....287-8720
High School Correspondence.....287-8707
Adult and Family Literacy287-8722
Youth Consortium965-7003
Tops Pro Record Specialist.....287-8721

(Dial last four digits from an on-campus phone)



DMACC Career Academy/Hunziker Center

1420 South Bell Avenue, Ames, Iowa 50010

(515) 663-6700 or 1-800-362-2127, ext. 6700

Campus Code #7, and the last four digits of the phone number.

Extensions:

Director (515) 965-6011

Administrative Asst..... (515) 663-6700

Academic Advisor (515) 663-6708

(Dial last four digits from an on-campus phone)

REGISTRATION &
PAYMENT TIPS



TAKE THE NEXT STEP.

Iowa State University and DMACC have teamed up to design the Admissions Partnership Program (APP) for transfer students just like you. It's easy. It's seamless. It's the next step. And best of all, it puts you on the path to a full range of exclusive Iowa State benefits including:

- Guaranteed admission to Iowa State provided admission requirements are met
- Personal academic advising and mentoring
- Degree planning to ensure timely graduation
- Free transcript exchange between DMACC and Iowa State
- Your own *ISUCard* and e-mail account
- Guaranteed Iowa State housing at student rates
- Student discount prices for cultural and athletic events
- Access to libraries, career exploration opportunities, clubs, rec facilities, and more

For more information about APP, contact your DMACC adviser, visit www.admissions.iastate.edu/partnership, or e-mail APP@iastate.edu.

IOWA STATE
UNIVERSITY

Academic Calendar

FALL SEMESTER 2010

August 26, 2010	Fall Semester Begins (first day of classes)
September 6, 2010	Labor Day, No Classes, Offices Closed
October 1, 2010	Application Deadline for Fall Graduates
October 20, 2010	MIDTERM
October 22, 2010	All Staff In-Service, No Classes, Offices Closed
November 5, 2010	Last Day to Withdraw from Regular Term Classes*
November 25-28, 2010	Thanksgiving Holiday, No Classes, Offices Closed
December 16, 2010	Last Day of Fall Semester
December 24, 2010-Jan. 3, 2011	Holidays, Offices Closed

SPRING SEMESTER 2011

January 10, 2011	Spring Semester Begins (first day of classes)
January 17, 2011	Martin Luther King Holiday, Offices Closed
February 1, 2011	Application Deadline for Spring/Summer Graduates
February 18, 2011	All Staff In-Service, No Classes, Offices Closed
March 7, 2011	MIDTERM
March 14-20, 2011	Spring Break, No Classes, Offices Open
March 29, 2011	Last Day to Withdraw from Regular-Term Classes*
May 5, 2011	Last Day of Spring Semester

SUMMER SEMESTER 2011

May 24, 2011	Summer Semester Begins (first day of classes)
May 30, 2011	Memorial Day Holiday, No Classes, Offices Closed
July 4, 2011	Holiday, No Classes, Offices Closed
August 4, 2011	Last Day of Summer Semester

*These withdrawal dates are for classes that are scheduled for the full semester. Classes that are shorter in length or have a different timetable may have different deadlines for withdrawals. Consult the Registration Office for specific dates.

DMACC
DES MOINES AREA
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Life's Calling
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